Job Description

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|  | **Department:** | Department of Education | **Location:** | Insert School |
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|  | **Classification:** |
|  | Ed Support Level 1 - Range 3 |
|  | **Position Description:** |
|  | **Outside School Hours Care (OSHC) Coordinator** – Insert School |
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|  | **Subject/Duties:** |  |  |  |  |
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**Commencement Date:**

[Insert proposed commencement date – recommended to be the last date of funded service delivery]

**End Date:**

[Insert proposed end date]

**Regular/Temporary:**

Temporary – Fixed term

**Hours:**

[insert proposed number of hours per week]

**Reference #:**

**Contact Name:**

[Insert principal name]

**Phone:**

[Insert phone number]

**School Website:**

[Insert school website]

**Apply By:**

[Insert date]

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|  | **About the Outside School Hours Care (OSHC) Program** Effective OSHC programs bring a wide range of benefits to children, families and communities. OSHC programs can boost academic performance, reduce risky behaviours, promote physical health and provide a safe, structured environments for the children of working parents. OSHC programs also support parents/carers to engage in training and/or employment. The OSHC Coordinator will be responsible for establishing a new OSHC service and leading the ongoing delivery of the OSHC program.The OSHC Program at [insert school name] has been funded by the Department of Education through an OSHC Establishment Grant to improve access to OSHC services for Victorian families. [insert details about the OSHC program, including for example: * Details of any cluster arrangements
* What type of services will be offered (before school care, after school care, vacation care)
* Details about the cohort of children and families

**Location** The OSHC Coordinator will be located at [insert school name]. [Insert information about the school and area] |  |
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|  | **Selection Criteria**Essential* Demonstrated capacity to lead, coordinate and manage the delivery of an Outside School Hours Care (OSHC) service
* Success in establishing and maintaining positive parent and community relationships
* Demonstrated skills in working with diverse children
* Excellent time management and organisational skills
* Ability to work within a team and embrace collaborative learning practices
* Capability to develop understanding of child care administration software
* Working with Children Check (WWCC) or current Victorian Institute of Teaching registration

Desirable* Hold or be currently working towards a Diploma/Advanced Diploma of Children Services/Degree in Early Childhood Education and Care, Primary Education or equivalent.
* Senior First Aid training as prescribed in the Education and Care Services National Law Act 2010
* Anaphylaxis and Asthma management training as prescribed in the Education and Care Services National Law Act 2010
* Food Handling Licence or willingness to obtain one.
* Having or be willing to apply for a PRODA.
* Previous experience working in a leadership role in a OSHC or childcare setting.
* Driver’s Licence.

Individuals with a willingness to undertake a [qualification approved by ACECQA for working with school age children](https://www.acecqa.gov.au/qualifications/requirements/working-in-OSHC-services) may apply. |

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|  | **Role**As the OSHC Coordinator, you will be responsible for the delivery of high-quality care to primary school aged children at this service. This position reports to [insert position]. |

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|  | As the Coordinator you be responsible for all aspects of the delivery of the OSHC program. You will:* Lead the session of care (Before, After and Vacation Care)
* Recruit and provide a relevant orientation process for all new educators to join the OSHC team to clearly inform them of the requirements and other procedural aspects of the day-to-day provision of the program.
* Support all casual staff to build capability within their role.
* Undertake the completion of administrative tasks, accurately and in a timely manner, including, but not limited to, the completion of medical records, collection of data, staff records and other recording keeping matters as required. Develop and implement our Educational Program and follow the My Time Our Place (MTOP) Curriculum Framework
* Develop and implement operational policies and procedures specific for OSHC as set out by the Education and Care Services Nation Law Act 2010 and Education and Care Services National Regulations 2011 and as required. Manage promotion of the program
* Coordinate and maintain the enrolments of students in accordance with the Education and Care Services Nation Law Act 2010 and Education and Care Services National Regulations 2011 and policies and procedures of the service.
* Ensure the inclusion of all children and young people within the service, including those with additional care needs
* Manage the OSHC budget requirements provided and account for expenditures in accordance with school procedures to ensure food, resources and supplies are maintained and Child Care Subsidy (CCS) rebates are claimed.
* Manage, monitor and undertake the preparation of nutritious food for students ensuring this is done in a healthly and safe manner in accordance with Food Handling Health and Nutrition guidelines, policies and procedures.
* Provide regular reports to the School Council/OSHC Sub Committee as required.
* Work creatively and efficiently to implement both verbal and written skills, with the ability to write and communicate at a high-level
* Prioritise and meet deadlines
* Demonstrate initiative and capacity to work with minimal supervision and be autonomous
* Demonstrate ability to maintain confidentiality
* Be a high performer and multi-tasker
* Have a high level of professionalism and work ethic
* Work hard to build a strong rapport with our families, educators, the [insert school Name] community, and the wider community
* Bring a high level of working knowledge, skills, and abilities to the role to support the Service to Exceed the National Quality Standards
* Bring a high level of working knowledge and demonstrated implementation of the National Quality Framework, the Education and Care Services National Law Act 2010 and the Education and Care Services Regulations 2011- and MTOP as required for the provision of OSHC programs.
* Attend professional development opportunities as appropriate to ensure knowledge and skills are up to date with current practices and trends in the OSHC sector.
* Undertake other duties, which from time to time may reasonably be required, under the scope of the OSHC Coordinator role.
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|  | **Who May Apply** |
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|  | Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.  |

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|  | **EEO AND OHS Commitment** |
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|  | The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces. |

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|  | **Child Safe Standards** |
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|  | Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department’s exemplar available at [Schools - guidance | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/child-safe-standards-schools-guidance) |

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|  | **DET Values** |
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|  | The Department’s employees commit to upholding DET’s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET’s Values complement each school’s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx> |

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|  | **Other Information** |
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|  | - All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.-  A probationary period may apply during the first year of employment and induction and support programs provided.- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at [Human resources: HRWeb (education.vic.gov.au)](https://www.education.vic.gov.au/hrweb/Pages/default.aspx) |

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**Conditions of Employment**The successful candidate will be required to work during the school holidays. Regular work hours will be [insert hours] on weekdays. This may be negotiated as appropriate. [DELETE OR AMEND IF YOUR SERVICE WILL NOT OFER HOLIDAY CARE]The successful candidate will be paid leave purchase allowance to compensate for time worked over the school holidays and their additional paid leave will be reduced accordingly. The successful candidate will be eligible to claim time in lieu (TIL) where they are required to work in excess of their normal hours of duty.The OSHC Service will close between the last day of school and the New Year. Coordinators will not be required to work during this period. |  |
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