



## St Margaret's Anglican Girls School St Aidan's Anglican Girls' School

### Position Description:

# Assistant Outside School Hours Care Coordinator - SSA

<b>Reports to:</b>	Outside School Hours Care Coordinator - SSA
<b>Key Liaisons:</b>	Head of Primary School - St Margaret's, Head of Junior School - St Aidan's, Business Manager (Operations and Compliance) – SSA
<b>Status:</b>	Part time (30 hours per week) during school term and school holidays
<b>Location:</b>	This position will be required to work at both St Aidan's and St Margaret's Anglican Girls School (Corinda and Ascot) OSHC locations.

### School Ethos

St Aidan's Anglican Girls' School and St Margaret's Anglican Girls School, Schools of The Society of the Sacred Advent, are committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the Schools
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the Schools and their strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion

### SSA Outside School Hours Care Programs

St Margaret's and St Aidan's operates Outside School Hours Care programs at each School for children primarily in Pre-Prep/Kindergarten to Grade 6 age group (ages 3-12).

*Before/After School:* The programs operate from Monday to Friday during term weeks from 7.00am to 8.30am in the mornings and 2.30pm to 6.00pm in the afternoons.

*Vacation Care:* The program operates from Monday to Friday during school holidays from 7.00am to 6.00pm.

### **Position Purpose**

The Assistant Outside School Hours Care Coordinator works under the direction of the OSHC Coordinator to provide leadership and direction to the OSHC Educators (Assistants) to ensure a high quality of care is provided to students in a safe, stimulating, and caring environment and a high level of customer service to parents, staff and other members of the School communities. This role is responsible for assisting in the operational leadership of the program, which includes some administration work as well as being rostered to work within the service.

The role supports the OSHC Coordinator in the overall coordination and delivery of the before/after school and vacation care programs at St Aidan's and St Margaret's.

### **Other Information**

All employees of St Aidan's Anglican Girls' School and St Margaret's Anglican Girls School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the Schools' reserve the right to modify their position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the Schools' philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principals or their representatives.

### **Key Responsibilities**

- Provide assistance to the educational leadership in program planning, implementation and documentation of a stimulating and diverse program relevant to the developmental needs of the children.
- Support the Quality Improvement Plans (QIP) and Strategic Inclusion Plans (SIP) and self-assessments within each service ensuring they are actioned effectively
- Assist with staff rostering and providing leadership and guidance to OSHC Educators (Assistants).
- Assist with the administration and financial management tasks (eg fee collection).
- Assist with the maintenance of accurate medical, behavioural, personal care and attendance records to ensure timely reporting and effective emergency response.
- Knowledge and leadership of health, hygiene and nutrition needs of children to ensure a safe and nurturing environment
- Supervise and participate in various indoor and outdoor activities, ensuring the OSHC area is safe and secure.
- Apply appropriate guidelines that encourage positive behaviour in students and facilitate interactions between all children who attend the program.
- Provide children with a safe, secure, welcoming and nurturing environment and report observations of individuals or groups of children for planning purposes.
- Participate in all team meetings, planning sessions and activities as required.
- Communicate and develop strong relationships with families, school principals and the school communities to ensure a high quality of service is provided.
- Support continuous improvement in all areas of the service's operations through contributing and embedding ideas which may result in a more efficient and dynamic program.

- Liaise with and communicate information to the OSHC Coordinator to ensure the efficient management of the OSHC services.
- Complete any other duties as requested by the OSHC Coordinator or Business Manager – Operations and Compliance.

### **Ensuring the School's ethos and values are reflected in the employee's manner**

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and School values and ethos. This includes demonstrating respect for every member of the school communities
- Reporting matters relating to student protection directly and immediately to the Principals
- Attending events to support the Schools as appropriate
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Encouraging cooperative parent contact and fostering positive community attitudes toward the Schools
- Playing an active role in supporting the cleanliness and safety of the School sites
- Following safe working procedures developed for the Schools
- Obtaining and keeping current a Working with Children – Blue Card, issued by the Department of Justice and Attorney-General (Queensland Government) (as varied or replaced from time to time).

### **Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies**

#### **Student Protection**

St Aidan's and St Margaret's supports the rights of children and young people and are committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear your name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

#### **Workplace Health and Safety**

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;

- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

## **SELECTION CRITERIA**

1. A minimum Diploma of Children's Services or relevant higher qualification.
2. Senior First Aid Certificate, CPR, Anaphylaxis & emergency Asthma Training
3. A strong knowledge and understanding of the legislation relating to Education and Care Services, National Quality Standards, relevant learning frameworks and Child Care Subsidy (CCS)
4. Experience in providing care to children in the pre-prep and early Primary years in an OSHC/ Childcare environment
5. Ability to communicate and work alongside other staff as a constructive and professional member of a team
6. Demonstrated ability to work well without supervision
7. A high level of enthusiasm and engaging manner with children and parents
8. Excellent communication and customer service skills
9. Demonstrated leadership ability to work well with others to ensure appropriate standards are maintained
10. Demonstrated ability to mentor and coach OSHC staff
11. Intermediate level skills using computer based applications including the MS Office Suite (Word and Excel), QikKids, TASS (as applicable) and the School's intranet and email systems.

*St Aidan's and St Margaret's support the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and a successful candidate must comply with School policies and relevant legislation relating to Student protection.*

**IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO COMMENCEMENT**