



St Andrew's
School 1850

Position Description

Early Learning Centre – OSHC Coordinator

POSITION TITLE:	Early Learning Centre – OSHC Coordinator
RESPONSIBLE TO:	Head of Early Years
TIME FRACTION:	Part Time 18.5 hrs OSHC per week – term time (40 weeks) 37.5 hrs per week – vacation care (9-11 weeks)
QUALIFICATIONS:	Minimum Diploma of Children's Services or working towards a Bachelor in ECE.
INDUSTRY AWARD	St Andrew's School Enterprise Agreement 2019
CLASSIFICATION	Preschool/childcare services Level: 3.1

Our Purpose... **(Why we exist)**

To continue the rich tradition of excellence in independent specialist primary education that prepares children for success in life.

Our Vision... **(What we aspire to be)**

St Andrew's is Australia's leading specialist primary school, inspiring children to be collaborators and innovators, making meaningful contributions to their diverse communities.

Our Mission... **(What we do)**

St Andrew's offers early years and primary education for families seeking an exceptional independent, co-educational school with Anglican values.

ROLE

The OSHC Coordinator working in both the Early Learning Centre and leading the OSH Care Programme will follow the direction of the Room Leader and ultimately the Head of Early Years, prior to commencing the OSHC programme and be responsible for providing a stimulating, age appropriate programme for the children who attend After School Care between the hours of 3:00pm and 6:00pm, and for the children attending the Vacation Care programme.

When working in After School Care, the person will be responsible for greeting families and sharing relevant information about each child as well as the provision of a snack for the children each day. When working in vacation care the person will be responsible for daily operations, some staff rosters, activities and children's welfare and staff wellbeing in OSHC.

DUTIES AND RESPONSIBILITIES

CURRICULUM

- Contribute to the delivery of the curriculum by supervising, observing and recording of children's learning, with particular consideration for their interests, aptitudes and special needs
- Provide an OSHC environment that values and supports children's learning through play; an environment that is safe, nurturing, inclusive, challenging and promotes a sense of belonging
- Support the implementation of the National Quality Framework including the Early Years Learning Framework and My Time, Our Place Care framework.
- Structure indoor and outdoor activities balanced with active and passive learning areas
- Support children in their learning choices and help them to play and work with focus, purpose and enjoyment
- Organise and prepare materials and resources for general and specific activities
- Contribute to the organisation of special events as required

DAY-TO-DAY ROUTINES AND PROCEDURES

- Contribute towards the teamwork of the centre
- Maintain and evaluate the operations of OSHC at regular times in consultation with the Head of Early Years
- Develop and organise Vacation Care programs
- Maintain a healthy and safe environment by assisting with domestic duties including cleaning after children's 'accidents', spills and activities
- Prepare snacks and drinks
- Tidy all areas used by After School Care in preparation for the next day in the ELC
- Lock up windows and doors, check power sources and alarm the Early Learning Centre each day
- Ensure that ELC and OSHC equipment is maintained in a clean, hygienic and safe manner at all times

DOCUMENTATION AND ASSESSMENT

- Contribute to developmental records (e.g. observations)
- Contribute to the upkeep of a portfolio for each child
- Contribute to methods of documentation e.g. Black Learning Journals, Posters, Photographs, Displays of Children's work and activities, Learning Stories
- Demonstrate the ability to use IT systems and software including email, internet and MS Office

RELATIONSHIPS AND PROFESSIONAL DEVELOPMENT

- Liaise with other ELC and St Andrew's Staff and other Early Childhood Professionals
- Develop and Maintain respectful and equitable relationships with each child
- Develop positive, supportive, professional relationships with parents, families and staff
- Regularly communicate with parents on an 'informal' basis
- Participate in staff meetings as required
- Demonstrate flexibility and the ability to work cooperatively with colleagues
- Undertake active and adequate supervision of children and provide guidance to other staff
- Support behaviour modification programmes for children when necessary
- Respect and maintain confidentiality in regards to the leadership team, the operations of ELC and OSHC, the staff, parents and children
- Develop and foster a positive and supportive team, giving clear leadership as direct for staff where required
- Liaise with the Head of Early Years in regards to the provision of professional development

ADMINISTRATION

- Implement the policies, procedures and routines of the ELC and St Andrew's School
- Assist with the maintenance of ELC resources, collections, materials and equipment
- Assist with administrative tasks as required
- Assist the Head of Early Years to ensure that the ELC complies with licensing and other accountability requirements
- Record the number of children in attendance in After School Care each half hour
- Collate the record of attendance information and pass on to the Director of ASC
- Undertake manual handling (e.g. lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment in accordance with WH&S guidelines
- Work at children's level (e.g. sitting, squatting, bending)
- Assist with evacuation procedures, first aid and accident/incident management
- Ensure all regular requirements are adhered to at all times
- Ensure all children's records are kept up to date
- Guide and reference policy procedures and expected practice as well as uphold the standards of ELC and OSHC at all times

KEY SKILLS AND KNOWLEDGE

- Relevant experience and qualifications in early childhood education and care
- Knowledge of the National Quality framework
- Knowledge of the new National Quality Standards. Accreditation and rating system
- Knowledge of the Education and Early Childhood Services Bill, 20111(South Australia)
- Knowledge of and experience with the Food Safety Act
- Knowledge and understanding of the Early Years Learning Framework, My Time Our Place framework and the Reggio Emilia Philosophy
- An understanding of the DEEWR childcare management system (CCMS)
- High level of ICT skills including competency in Microsoft office suite
- An ability to work collaboratively
- An ability to lead a dynamic team of early childhood care providers

As the programmes and activities of St Andrew's School are based upon strong Anglican principles and traditions, the successful applicant should be supportive of and comfortable within such an educational environment.