

Assistant Coordinator of Outside School Hours Care

Status: Temporary Full Time (December 2019 – September 2020)

Position Location: Burgmann Anglican School

Line Management: This position will be responsible to the Coordinator of Outside School Hours Care and ultimately to the Principal. As required, the successful applicant will also work collaboratively with the Administration Coordinator (Outside School Hours Care) and the Early Learning Centre Director.

Burgmann Anglican School is a 3 Year Old Preschool to Year 12 School with campuses located at Gungahlin and Forde.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

The Assistant Director of OSHC (Quality) position encompasses the Lead Educator role of a Forde Campus After School Care Program, working collaboratively with Lead Educators to deliver the Holiday Care program at the Valley campus working collaboratively with the Administration Coordinator (OSHC) and directly supporting the Coordinator of OSHC in all aspects of operating the programs. Applicants should note that you will be located at both the Valley and Forde Campuses, depending upon the needs of the programs.

Duties

General Responsibilities

- Support the Coordinator of OSHC in the implementation of quality practices of OSHC programs, including (but not limited to):
 - Leading program development and consistency between programs;
 - Ensuring Forde Campus programs maintain compliance;
 - Quality Improvement Plan development and review;
 - Managing Child Care Subsidy System entry including Qikkids and bookings;
 - General customer service and office management.
- Educational Leader for the programs
- Work collaboratively with the Coordinator of OSHC to support Educators, acting as an energetic role model who embodies passion, enthusiasm and commitment.
- Be jointly responsible for effective communications and marketing for the programs, including contributions to newsletters.
- Maintain a safe working environment within the Early Childhood Regulations, National Quality Framework (NQF) and Workplace Health and Safety Guidelines.
- Represent OSHC at events and meetings with educators, parents and external agencies.
- Adhere to Burgmann Anglican School policies and procedures.
- Conduct hazard identification and risk assessments and complete accurate incident/accident reports as required.
- Maintain personal hygiene and perform housekeeping and cleaning tasks.
- Attend relevant staff meetings and professional development opportunities.
- Any other duties specified by the Coordinator of OSHC.

Program and Children

- Develop, plan and implement an After School Care program for 3 to 6 year olds at the Forde Campus which is in line with the Early Years Learning Framework and Framework for School Aged Care and adheres to all relevant legislation and regulations.
- Collaborate with other Lead Educators to develop, plan and implement a Holiday Care program for 3 to 8 year olds at the Valley Campus which is in line with the Framework for School Aged Care and adheres to all relevant legislation and regulations.
- Create safe and healthy environments and spaces which aim to enhance children's development, engagement, initiative, self-worth, dignity and shows respect for their contributions.
- Work to ensure that children with additional needs are supported and included in all aspects of the program.
- Record observations of children for program planning purposes.
- Research and maintain knowledge of contemporary perspectives on high quality care and education practices.
- Seek and build collaborative professional relationships.
- Ensure that children are not discriminated against on the basis of gender, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture or national origin.
- Use appropriate behaviour modelling and language in guiding children's behaviour.

Community and Families

- Establish and maintain effective relationships with the school community, parents, government agencies and other stakeholders.
- Develop positive partnerships based on mutual trust and communication.
- Listen to and learn from families, in order to acknowledge and build upon their strengths and support them in their role of nurturing children.
- Maintain confidentiality and respect the right of families to privacy.
- Assist each family to develop a sense of belonging and inclusion.
- Assist in the orientation procedures for families.

Selection Criteria

- Diploma or Advanced Diploma in Children's Services or other equivalent qualification approved by the ACECQA or a tertiary qualification in Early Childhood or Education
- A current first aid certificate together with asthma and anaphylaxis training
- Current Working with Vulnerable People Registration
- Significant work experience in the child care field with a demonstrated ability to supervise a team.
- Excellent oral, written and interpersonal communication skills, including the ability to liaise effectively with a variety of stakeholders.
- Thorough knowledge and understanding of the Early Years Learning Framework and the Learning Framework for School Aged Care with a demonstrated ability to implement it into the programs.
- High level computer skills including Microsoft Office suite.

Salary, Terms and Conditions

The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*. Salary will be determined according to qualifications and experience.

The Application

Applicants should provide the following documents by email to:

Email address: employment@burgmann.act.edu.au

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees

Applications close: 9am, Monday 4 November 2019.