

Coordinator of Outside School Hours Care (OSHC)

Status: Permanent Full Time

Commencement: Term 3, 2019

Position Location: Burgmann Anglican School Forde and Valley Campuses

Line Management: This position will be responsible to The Director of the Early Learning Centre and ultimately to the Principal

Burgmann Anglican School is a Preschool to Year 12 school established in 1999 with 24 students. In 2015 the student population exceeds 1500 located across our Forde and Valley campuses.

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.

Duties

General Responsibilities

- Nominated Supervisor role
- Oversee food prep at the Valley campus and ensure food prep at the Forde campus maintains compliance
- Lead and manage OSHC staff, including recruitment, induction, performance appraisal, training and staff rosters
- Manage enrolments and bookings including maintaining accurate attendance records in accordance with Child Care Subsidy System (CCSS) requirements
- Assist in the preparation of the yearly OSHC budget
- Place orders for program supplies, operating within the OSHC budget
- Liaise with teaching and support staff of Burgmann Anglican School, particularly in relation to shared spaces
- Create effective communications and marketing for programs, including contributions to newsletters and the school portal.
- Develop positive partnerships based on mutual trust and communication
- Manage complaints and grievances
- Collaborate with colleagues to generate a culture of reflection and renewal of high quality practices
- Work collaboratively with the Administration Coordinator of OSHC to develop and implement a healthy menu
- Develop and review OSHC policies and procedures, in consultation with OSHC staff and families, ensuring consistency with other areas of the school
- Share and build knowledge, experience and resources
- Mentor OSHC staff and guide them in their practices
- Communicate WH&S responsibilities to OSHC staff and ensure compliance with WH&S practices
- Use appropriate behaviour modelling and language in guiding children's behaviour
- Ensure the Education and Care Services National Law and Regulations are implemented

- Guide the development and implementation of the service's Quality Improvement Plan
- Conduct hazard identification and risk assessments
- Complete accurate accident reports as required
- Perform housekeeping and cleaning tasks
- Attend relevant staff meetings and in-house training
- Attend relevant external training
- Research and maintain knowledge of contemporary perspectives on high quality care and education practices
- Seek and build collaborative professional relationships

Program and Children

- Oversee the development, planning and implementation of programs which adhere to all relevant legislation and regulations for 3 to 12 year olds at each Campus
- Manage orientation procedures for families
- Develop shared planning, monitoring and assessment practices for children's development and communicate this in ways that families understand
- Work to create safe and healthy environments and spaces which enhance children's development, engagement, initiative, self-worth and dignity and show respect for their contributions
- 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
- Work to ensure that children with additional needs are supported and included in all aspects of the program

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.
- 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.
- Liaise with the Children's Education and Care Assurance, attending relevant meetings
- Liaise with representatives from the ACT Inclusion Support Agency and other relevant community agencies as required

Selection Criteria

- Diploma in Children's Services or other equivalent qualification approved by the Office for Children, Youth and Family Support or a tertiary qualification in Early Childhood Care 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, preferably in a leadership position
- Excellent communication skills
- High order administrative skills
- Food Safety Supervisor certificate

Salary, Terms and Conditions

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

- The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*.

Applicants should provide the following documents by email to:

The Principal
Burgmann Anglican School
4 The Valley Avenue
Gungahlin ACT 2912

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/qualifications (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees

Applications close: 9am, Monday 24 June 2019