



# ST MARY'S COLLEGE

EST. 1869

## Position Information Document

### Assistant Out of School Hours Care (OSHC) Director + Curriculum ESO

#### Position Details

Role Title:	Assistant Out of School Hours Care (OSHC) Director + Curriculum ESO
Directly Responsible to:	OSHC Director and Director of Personalised Learning and ultimately to the Principal
Classification:	Grade 4, Early Childhood/OSHC Stream <i>Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers.</i>
Weeks per year:	45 Weeks
Hours per week:	32.5 hours (Negotiable)
Tenure:	Permanent Part-time
Commencement:	27 April 2026
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

#### Role Description

The Assistant Out of School Hours Care (OSHC) Director will play a vital role in the leadership and management of the St Mary's College OSHC program. Working closely with the OSHC Director and other team members, the primary focus of this role is to ensure the provision of a high-quality, inclusive service that meets the needs of the children, families, and community of St Mary's College.

#### Key Working Relationships

Working closely with the following:

- Principal
- Deputy Principal: Learning, Practice and Achievement
- Deputy Principal: Community, Wellbeing and Engagement
- OSHC Director
- Director of Personalised Learning
- Sub School Directors
- OSHC Staff
- Social Work Team

- Learning Area Teaching Team

Team Leader: OSHC Director and Director of Personalised Learning.

The College Principal is responsible for the general employment conditions of all staff.

### **OSHC Key Responsibilities:**

#### **Operational Responsibilities:**

- Adhere to the National Quality Standards, ensuring compliance and upholding standards of quality care.
- Develop, implement, and assess a comprehensive program tailored to meet the individual and collective needs of children under supervision.
- Integrate principles of equity into all operational practices to foster an inclusive environment.
- Be responsible (where suitably qualified and certified) for the day-to-day management of the Service in the temporary absence of the Director and for management and compliance with the National Quality Standards, and all regulatory and statutory requirements.

#### **Staff Engagement:**

- Foster a supportive and collaborative atmosphere among staff, nurturing a positive working environment.
- Cultivate a team culture that encourages collaboration, reflection, and positivity, distributing leadership and responsibilities among team members.
- Collaborate with fellow staff members to develop, implement, and assess daily routines.

#### **Children's Wellbeing:**

- Ensure the safety, security, and wellbeing of all children under supervision.
- Provide guidance and support to OSHC Educators, students, and volunteers.
- Maintain confidentiality while providing objective written and verbal observations of children as required.
- Assist the OSHC Director in maintaining accurate and confidential records of each child's enrolment, attendance, health-related incidents, observations, and learning profiles.

#### **Communication and Engagement with Parents and Families:**

- Create an inclusive and welcoming environment for parents and families.
- Responsively address the individual needs of families, providing support and assistance as required.
- Offer guidance, support, and information to parents regarding their child's development and needs.
- Handle parent inquiries and concerns positively and effectively.

### **Curriculum ESO Key Responsibilities:**

- Assist with the day-to-day operations of the Learning Support/Flexible Learning Areas under the direction of the Learning Support Coordinator/Leader of Learning and Innovation
- Support teachers in the maintenance of a positive learning environment

- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment under the supervision of a teacher or coordinator, of the learning needs of students.
- Carry out a wide variety of tasks associated with classroom learning experiences (e.g. assisting teachers in preparing, implementing and supervising learning programs)
- Apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to approval of the teacher
- Supervise and care for students with formally identified special needs and others, as required.
- Demonstrate practical activities within a variety of routines, methods and experiences under supervision of teachers where discretion and judgement are required.
- Participation in the monitoring and evaluation of programs and student involvement
- Provide yard duty support for teachers in accordance with school procedures
- Maintain a record of support/assistance for students with special needs on SEQTA
- Provide specialist advice, under the supervision of teachers or coordinators, to students in relation to handling and the use of materials and equipment e.g. photography, science experiments, video and audio recording and document preparation on computers
- In consultation with staff, undertake specialist instruction to students in specific learning areas e.g. Music, Languages, Drama, Food Technology, Design, Art, ICT, PE.
- Assist students with learning needs on an individual or small group basis, including the delivery of intervention programs, under the direction of the Leader of Inclusive Education or relevant Sub-School Director
- Participate in professional development, staff meetings, review meetings, as required
- Perform any other reasonable duties as required from time to time by the Principal, and/or Leader of Inclusive Education.

### **Essential Personal and Professional Requirements**

- Commitment to uphold and contribute to the ethos of Catholic schools and to the Catholic Dominican ethos of St Mary's College.
- Commitment to support, and where possible promote the value of Catholic education in a girl's school environment.
- The ability to work effectively and flexibly in a team situation
- The ability to build positive working relationships with staff, parents, students and members of organisations affiliated with the college
- The ability to use initiative and work autonomously
- The ability to relate to others with sensitivity, empathy and diplomacy
- The ability to work with students who have learning needs using a variety of strategies to facilitate a student's active engagement and participation in the learning process
- The ability to recognise a student's behavioural/emotional status and be able to respond accordingly
- The ability to communicate professionally with staff, students and the general community
- The ability to use Information and Communication Technology to enhance and support student learning
- The ability to use discretion and maintain confidentiality
- A willingness to undertake professional development
- A preparedness to be flexible in working hours, including on some occasions, afterhours work.
- Training and/or experience in working on classroom-based work with students, individually or in a small group situation
- Current Responding to Abuse and Neglect Education and Care Update Training certificate (formally known as Mandatory Notification Training)
- Current Catholic Police Clearance in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools

- Current Basic Emergency Life Support (First Aid) Certificate
- Undertake other duties as required by the Principal.

## **Qualifications and Experience**

The OSHC Assistant Director will have:

- Completed an Approved Diploma qualification (or higher) as listed by the Australian Children's Education and Care Quality Authority for SA or
- Be working towards an Approved Diploma qualification (or higher) and hold
  - a) an approved certificate III level qualification
  - b) have completed 50% of the units in an approved Diploma.

## **Other Conditions**

- This position is subject to a satisfactory police clearance to work in Catholic schools and other screening clearances and ongoing satisfactory police checks at regular intervals as requested throughout your employment.
- Catholic Education SA requirements for Mandatory Reporting and First Aid will need to be completed and maintained.

## **Additional requirements**

- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- Screening clearance to work in Catholic Education SA, including current and accepted DHS Working with Children Clearance.
- Relevant and current first aid training.
- Approved 'Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)' qualifications.
- Annual sign off is required for:
  - CESA Code of Conduct
  - Protective Practices
  - St Mary's College ICT Agreement

## **Work Health & Safety (WHS) Role**

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- Take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 WHS Act 2012)

## **Acknowledgement**

No Position Information Document can capture the complexity of tasks within a school. Therefore, this Position Information Document should not be seen as limiting and some

flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

The College reserves the right to review, update, and amend this Position Information Document at any time.

In alignment with the College's ongoing strategic growth and development, all responsibilities outlined in Position Information Documents may be adjusted to reflect the changing needs of the College and to support its continued improvement and strategic direction.

St Mary's College is committed to continuous improvement, and all roles within the College play an integral part in its development.

As roles naturally evolve, the College is committed to regularly reviewing and updating Position Information Documents to ensure they accurately reflect each employee's contribution.