Gilles Street Out of School Hours Care –
Job & Person Specification - Assistant Director

Position Description:
Assistant Director Out of School Hours Care (OSHC)

Position Summary:
Assistant Director Out of School Hours Care (OSHC) - Permanent part-time position commencing ASAP.

Hours per week: 35 hours during school terms with additional hours during Vacation Care.

School Community:
Gilles Street Primary School is a unique inner city learning environment providing quality primary education for students from 4 to 13 years of age. There are 2 main components to the school, a Mainstream Primary School and an Intensive English Language Program (I.E.L.P). The I.E.L.P offers intensive English language learning for newly arrived and Aboriginal English language learners for a period of up to 12 months.

Statistics Relevant to the Position:
Index of Education Disadvantage: 6
Total student enrolment: 410

Award:
Educational Services General Award 2010

Classification:
Children’s Services Employee Level 5.1
Scope and Nature of the Position:

The successful applicant will be employed to work as an OSHC Assistant Director in consultation with the OSHC Director and the school Principal for the coordination and direction of activities in the OSHC and Vacation Care programme, whilst working collaboratively with other staff.

The successful applicant will be able to work cooperatively with other staff members and the community, and actively contribute to the mission and vision of the Gilles Street Primary school.

Person Specification Educational/Vocational Qualifications:

The successful applicant will:

- Hold an Advanced Diploma or Diploma in Children’ Services or relevant Education Degree or Early Childhood Education qualification.
- Hold an ACEQUA approved First Aid Qualification.
- Provide evidence of Department of Communities and Social Inclusion Screening.
- Have completed Responding to Abuse and Neglect – Education and Care training.

Personal Abilities/Aptitudes:

The successful applicant will:

- Possess superior communication skills
- Be able to work as a team member as well as develop a team culture amongst Educators
- Be committed to assisting families in a sensitive, supportive and professional manner
- Be proficient at implementing positive behaviour management procedures
- Be able to cope effectively and make appropriate decisions in an emergency or challenging situation.
- Be able to interact with students in a positive, sensitive and respectful manner
- Demonstrate the qualities of punctuality, reliability, flexibility and be well organised
- Be committed to working as part of a team focus to meet the needs of every student
- Have a commitment to ongoing professional learning
- Value positive partnership with parents.
- Understand and uphold confidentiality in an education setting
Required Skills and Knowledge:

The successful applicant will:

- Have a clear understanding of planning, development, implementation and evaluation of developmentally appropriate programmes for students reflecting the multi-cultural, inclusive and social nature of the community.
- Support the effective administration and financial management of the OSHC facility with the assistance of the Director
- Have effective operational and human resources management skills
- Have good keyboard, computer and software package skills
- Have a sound knowledge of administrative functions of an OSHC Service including QiKids software for administering Child Care Subsidy
- Have good knowledge of relevant state and federal government legal compliance requirements relating to OSHC
- Possess competent knowledge of the employer and employee responsibilities under the current Work, Health and Safety Legislation
- Have knowledge of Child Safe Environments compliance responsibilities.
- Have a sound knowledge of the National Quality Framework.
- Have a sound knowledge of the My Time Our Place Framework.

Responsibilities:

Staffing:

- Provide direct supervision and support for Gilles Street Out of School Hours Care staff.
- Ensure all staff are familiar with Gilles Street OSHC routines and procedures.
- Ensure all staff are following Gilles Street OSHC routines and procedures.
- Assist in the recruitment of new staff
- Assist in the induction of new staff.
- Ensure staff qualifications are up-to-date.
- Ensure all staff training requirements are met.
- Ensure in the ongoing training and development of Gilles Street OSHC staff.
- Book staff training.
- Assist in the review of job description documentation.
- Complete staff evaluations and ensure staff complete self-evaluation documentation.
- Assist in the development of staff meeting agendas.
- Organise staff meeting dates and times.
Programming

- Assist develop, plan and oversee the preparation, implementation and evaluation of the After School Care and Vacation Care programs.
- Ensure programs reflect principles, practice and outcomes from the National Quality Framework for School Aged Care, “My Time, Our Place” and associated regulations.
- Plan a vibrant, interesting, varied and appropriate program to meet the ongoing needs of the children.
- Ensure staff complete self-reflections daily.
- Collate recorded observations and documentation of learning and use this information to inform planning.

Administrative duties:

- Ensure the welfare of children and staff in emergency situations is maintained.
- Ensure the philosophy, policies and procedures of the service are upheld and implemented.
- Ensure all student records are maintained and current.
- Review & develop behaviour management plans for children attending the service.
- Liaise with support organisations and submit funding applications.
- Liaise with parents with children who have high needs and ensure all paperwork is current.
- Liaise with the Assistant Principals regarding behaviour and children’s well-being issues.
- Liaise with and report to parents about their child/children.
- Ensure all licensing and all statutory and quality assurance issues are managed and followed.
- Review & maintain the service’s Quality Improvement Plan.
- Assist in the review of service policy & procedure.
- Assist in the review of staff induction documentation.
- Assist in the review of the new family information documentation.
- Attend fortnightly staff meetings.
- Review children’s health & dietary needs.
- Ensure afternoon tea requirements are ordered and ready each afternoon.
- Complete mandatory notifications as required.
- Complete Regulatory Authority reports as required.

Application Process:

Applications should include contact details for two professional referees and should be emailed to:

Steve.Kirk494@schools.edu.au

For more information please contact:

Steve Kirk – Gilles Street School OSHC Director – 8227 1746

Closing Date for Applications: Wednesday December 4th 2019