

Out of School Hours Care Program Leader
Part-time (0.78 FTE)
Working 7.00 am until 9.15 am, and 2.30 pm until 6.00 pm
Monday – Friday during College terms
Suitable Qualifications Essential
Keilor Campus

Expressions of interest are invited from suitably qualified applicants for the position of Out of School Hours Program Leader, commencing 19 January, 2018.

POSITION DETAILS

The successful applicant will:

- Work with the Coordinator to ensure all children are cared for with positive guidance and encouragement that promotes self-esteem and ownership of the program.
- Lead the program planning with the organisation of a developmental program which considers and respects the social, intellectual and physical needs of each individual child in a group setting.
- Ensure program activities are;
 - stimulating
 - challenging
 - fun
 - safe
 - varied and involve a range of choices
 - a balance of different forms of play
 - inclusive of consideration given to the children's needs, interests, culture, gender, age, independence levels and disabilities.
- Maintain current knowledge of regulations pertinent to the care of children and implement as necessary.
- Comply with and uphold all legal, regulatory and College policies relating to child safety and occupational health and safety.
- Ensure behaviour management strategies are implemented accordingly in order for the dignity and rights of the children to be maintained.
- Facilitate play and encourage children to design and direct their use of time within the program.
- Promote relationships with parents, care givers and children. Create opportunities for parents or care givers to become involved in the program with their children.
- Liaise with parents regarding the program and their children.
- Manage matters regarding families using the program sensitively and respecting the family's right to confidentiality.
- Work as the Acting Co-ordinator when necessary.

Duties

Under the supervision of the OSHCare Coordinator and the Head of Junior School, the successful applicant will:

- Maintain the appropriate professional code of ethics and employee work standards.
- Be responsible for OSHCare planning, implementation, evaluation and service modification as needed to meet program and community needs.
- Supervise, train and mentor OSHCare casual assistants.
- Attend staff meetings, communicating and sharing ideas and issues arising.
- Be responsible for the activity program planning and record keeping.
- Participate in menu planning and record keeping, including health and safety records involving food.
- Co-ordinate in the daily preparation of nutritional snacks in a hygienically clean and safe environment.
- Maintain a clean and hygienic eating area for the children.
- Ensure children are supervised at all times and in a safe and secure environment where their dignity is respected and they are protected from discrimination.

- Implement appropriate boundaries for the children which encourages positive behaviour.
- Ensure there is care and respect for all property used in the program.
- Co-ordinate the daily cleaning procedures of the program.
- Actively take part in the College Educational Support Staff (ESS) Professional Learning Program (PLAP).
- Other duties as directed by the OSHC Coordinator and Head of Junior School.

Qualifications and Experience

- Minimum Diploma in Children Services (Unqualified applicants will not be considered for this position)
- Working knowledge of Education and Care Services National Regulations and Framework
- Previous and relevant experience in the field
- Level Two First Aid Certificate
- Current Anaphylaxis and Asthma Management certifications
- Food and Safety Level Two Certificate
- Current Drivers License
- Current Working with Children Check (Employee)
- Up-to-date Police Check
- Certified Supervisor qualifications (or willing to apply for certification)

Conditions of Employment

- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

Details of employment will be discussed with the Coordinator at the final interview, but essentially the College offers over award conditions including superannuation advantages. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation.

THE SELECTION PROCESS

A preliminary short list of applicants will be prepared and first-round interviews conducted. A further shortlist will be prepared and further interviews will be conducted as appropriate. Final appointments are made by the Principal or his delegate.

All applicants are required to complete the appropriate application form, including additional information as specified on the form found at www.overnewton.vic.edu.au

In the first instance, enquiries and applications should be directed to:

Mrs Andrea Turner, Human Resources Assistant
 Email: humanresources@overnewton.vic.edu.au
 Telephone: 03 9334 0035

EMAILED APPLICATIONS PREFERRED

- *Closing date for applications: Monday 30 October, 2017*

Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Ph: 9334 0035).



OUR VISION:

A community of Learners Embracing the Future

OUR MISSION:

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

OUR VALUES:

Our Christian Foundation

Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

- **Learning**
We are all life-long learners, helping each other in our journey towards greater knowledge, understanding and wisdom.
- **Community**
We are proud to belong to the Overnewton College community, doing our best to contribute positively, within and beyond it. The College community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.
- **Excellence**
We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.
- **Respect**
We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.