



Out of School Hours Care Co-ordinator

Full time – 37.5 hours a week Taylors Lakes Campus in term-time
Tenure: As soon as possible in Term 3 – 12 December, 2018

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

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

It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and be willing to participate in our co-curricular program.

ABOUT THE POSITION

Applications are sought for a Co-ordinator to ensure the provision of quality child care in a stimulating environment for school age children in before and after school. The program will operate from 6.45am – 8.45am each morning and from 3.20pm – 6pm each afternoon.

The position reports to the Head of Junior School Taylors Lakes Campus.

OSHC MANAGER PRIMARY ROLE

- To operate on behalf of Overnewton Anglican College to ensuring the ethos and philosophy is reflected
- Coordinate a safe and effective program for children with adequate supervision
- Ensure that all children are cared for in a positive and encouraging manner; promoting appropriate staff interaction
- Organise a developmental program which considers and respects the individual, social, intellectual and physical needs within a group setting of children
- Design program experiences inclusive of all children, which are fun, stimulating and challenging for children, involving a range of activities and choices, with a balance between different forms of play. Consideration should be given to such factors as culture, ethnicity, gender age, independence social class and disabilities.
- To manage and monitor the OSHC Program Leader, Assistants and any casual staff
- Keep up to date with legal issues pertinent to the care of children and implement as necessary

- Set, in keeping with the student code of conduct, realistic behavioural limits for individual children within a group setting
- Facilitate play and encourage children to design and direct their use of time
- Promote relationships with parents and children and create opportunities for them to become involved in program planning and development
- Liaise with parents regarding the program and their children and ensure that parents are informed of programs and other relevant administrative details. Eg: term newsletters as well as invoices
- Manage matters involving families using the program sensitively and respecting the families right to confidentiality
- Organise and purchase adequate equipment and materials for use within the program
- Organise and purchase the weekly food shopping
- Ensure that equipment and materials are used safely and receive regular maintenance
- Continue personal professional growth and encourage staff to participate in appropriate training
- Work with the College Risk Manager to update the Policies and Procedures Manual with any new requirements
- Attend regular meetings with the Head of Junior School
- Stay abreast with government rules and regulations
- Implement and maintain Education and Care Regulations
- Take part in parent meetings as required
- Share new and relevant information with all staff
- Attend regular local regional network meetings
- Manage the OSHC Budget

Key Responsibilities

Program Planning

- Plan and coordinate fun, innovative and stimulating activities for children taking into account their age, gender, culture, special interests, talents and skills and any disabilities
- Develop a daily routine which is flexible
- Actively seek opportunities for improvement
- Participate in ongoing planning, implementation, evaluation and service modification as required to meet community needs
- Print and mark rolls
- Ensure food shopping is completed and petty cash book is updated
- Implement a daily program and complete daily observations and evaluations
- Delegate responsibilities to staff as required
- Complete Special Needs Attendance Records
- Ensure the OSHC program is displayed and visible to staff, parents and children
- Attend appropriate Professional Learning experiences

Management of the Service

- **Supervision**
 - Provide guidance and direction to the assistant staff
 - Ensure the service complies with the National Quality Standards (2018) and school policies and procedures
 - Ensure appropriate limits are set for children and that staff both reinforce positive behaviour and modify inappropriate behaviour

- Oversee the daily preparation of nutritional snacks in a hygienic environment
 - Manage rosters to ensure the staff child ratio is maintained
 - Maintain appropriate professional code of ethics and appropriate employee work standards, including the wearing of uniform and the use of appropriate language with children
- **Communication**
 - Ensure the weekly program is displayed and accessible to children, parents and staff
 - Maintain positive relationships with families and College staff
 - Respect the confidentiality of staff, families and children
 - Ensure children and families are greeted warmly
 - Show professionalism at all times when managing concerns and complaints; respond to these in a timely manner
 - Ensure all staff wear their WWC card and that it is clearly visible
- **Administration**
 - Implement and maintain day to day tasks including: sign in and out, daily records of attendance, accident/illness reporting, details of parent contact numbers and children's days of attendance, collecting and preparing fees for banking, ordering of materials and equipment
 - Maintain accurate records ensuring that all families are registered, fees are paid up to date
 - Monitor income and expenditure, ensuring that all financial accounts and records are maintained and are within budget constraints
 - Maintain accurate computer records, childcare assistance and petty cash expenditure
 - Mediate with parents to resolve any issues related to fees, late collection of children, behaviour management etc.
 - Complete the relevant online documents related to maintenance, student incidents, accident/injury reports
 - Ensure that staff record hours worked on timesheets and these are submitted every fortnight
 - Attend meetings as required
 - Ensure care and respect for all property used by the program and ensure that facilities are maintained in a clean and hygienic manner
 - Report to the Head of Junior School on all areas of the program as required
- **Management of Staff**
 - Prepare and manage staff rosters according to the number of children attending
 - Ensure the Assistants on duty are acquainted with the policies and procedures documents
 - Ensure all staff qualifications are current and relevant to regulations
 - Support staff and include them in meetings, decision making and program planning
 - Provide an orientation program for new staff
 - Ensure staff are aware of weekly program content in advance
 - Inform all staff of medical alerts
 - Prepare the rolls for each day in advance

Key Requirements and Qualifications

- The successful applicant will hold a Degree or Diploma in Child Care Services and:
 - A current and valid First Aid Level 2 Certificate
 - A current and valid CPR, Anaphylaxis and Asthma Certificate

- A current and valid Food Safety Certificate
- A current and valid Working with Children Check
- A current Police Check
- Will have completed a fit and proper test with the DEECD
- Will have knowledge of the computer system Kidsoft
- Relevant administrative experience and basic computer skills
- Ability to work as part of a team
- Excellent Communication skills
- An ability to develop positive relationships with all the stake holders – the school, staff, parents and children
- A commitment to health and safety
- A reputation for being reliable, respectful and punctual
- A positive and enthusiastic approach, with the ability to manage administrative tasks

Conditions of employment at Overnewton College

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children Card.
- It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and will be involved in the co-curricular program as required.
- 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 a 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.

THE SELECTION PROCESS

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Junior School and Head of Campus.

- ★ *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

Applications close at 5 pm on Monday 23 July, 2018.

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).