



ROLE DESCRIPTION

Role title:	Outside School Hours Care & Vacation Care Coordinator
Reports to:	Head of Junior School
Direct Reports:	Outside School Hours Care Assistants Vacation Care Assistants
EBA Classification Level	Dependent upon years of Service and Experience
Role Description Review:	October 2021

Outside School Hours Care & Vacation Care Coordinator

School's Vision Statement

A leading co-educational regional school, focused on developing the intellectual, creative, physical, emotional, and spiritual wellbeing of our students.

School's Mission Statement

Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

Main Duties and Responsibilities

The position of Outside School Hours Care and Vacation Care Coordinator is a position that is responsible to the Head of Junior School. The Coordinator will be required to have the minimum qualification requirements as stated in current Childcare Regulations.

Whitsunday Anglican School Outside School Hours and Vacation Care is focussed on giving the children freedom to make choices about the activities they wish to participate in. The programme aims to:

- provide a safe, happy and stimulating environment for school age children
- provide quality childcare for all children within the community
- provide a balanced and varied program by including Art, Craft, and Cooking and Sporting activities
- meet the needs and interests of all children and to foster each child's development

The Outside School Hours and Vacation Care Coordinator will be responsible for ensuring all these basic aims for children and program are met, working within the Work, Health and Safety requirements of the School and other governing bodies.

Skills and Experience

Qualifications

- Working with Children Certificate (Blue Card).
- Diploma in Child Services (EC and Care) or similar.
- First aid certificate.

Skills

- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook).
- Knowledge and capability of using the TASS system or similar learning management systems.
- Excellent verbal and written communication.
- Organised and able to meet deadlines.
- Capacity to manage multiple tasks.
- Ability to work independently, with minimum supervision, with persistence for completion of tasks and a demonstrated solution-oriented attitude.
- Demonstration of initiative, flexibility and discretion.
- Capacity to recognise and maintain confidentiality.
- Good public relation skills and a demonstrated background in positive liaison with colleagues.
- Professional presentation and telephone manner.
- Ability to work collaboratively and positively with a diversity of personnel.
- Commitment to accuracy and detail.



Specific Accountabilities

SPECIFIC ACCOUNTABILITIES

COORDINATION:

- To provide a stimulating well organised care program for students in the program.
- Assisting with individual students or small groups of students.
- Manage the procurement function to facilitate the effective day to day running of the program:
- Working with OSHC & Vacation Care Assistant and delegating where appropriate.
- Ordering of groceries, preparation of menus & meals.
- Stocktake of resources, maintenance & cleaning of resources.
- Liaise with Kindergarten Care Coordinator for staffing and programming.
- Coordinating OSHC and Vacation Care schedule with Preparatory staff & Facilities Manager.
- Assisting Head of Junior School with Staffing.
- Other tasks as directed by the Head of Junior School.
- Liaise with parents and OSHC and Vacation Care staff.
- Communicate with Head of Junior School.
- Facilitate and foster a positive environment that:
 - ✓ encourages care and attention for students;
 - ✓ promotes teamwork.
 - ✓ sets daily, weekly and program objectives for staff and students.
 - ✓ is prepared and efficient.

ADMINISTRATIVE:

- Use of School and Government IT programs (e.g., ERM, TASS) in submitting task forms.
- Ensuring all criteria for continued service licensing is met.
- Manage the childcare software including:
 - maintaining parent records.
 - maintaining student records.
 - maintaining attendance records.
- Submitting required data to relevant government bodies.
- Issue accounts and manage collection of fees on a weekly basis.
- Attend to census and other reporting to government bodies as required.
- Maintaining archive records.
- Other duties as required by government bodies and / or legislation.

WORK HEALTH & SAFETY:

- Inform the Head of Junior School and Facilities Manager of any WH&S issues pertaining to the School.
- Keep up to date with all compliance and inductions for OSHC and Vacation Care needs e.g., licenses, working with hazardous materials, Personal Protective Wear, Blue Cards, etc.

All staff at Whitsunday Anglican School are to:

1. DUTY OF CARE:

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility as detailed in the Safety Management System. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative.
- Act as an appropriate role model for students.
- Actively support the School Code of Behaviour and Rules and insist on acceptable standards of behaviour in students.
- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Know and implement Emergency and Accident procedures.
- Follow Workplace, Health and Safety procedures.
- Report irresponsible or improper behaviour to the HOF/Coordinator of the Year level concerned, indicating what action you took.

4. GENERAL

Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:

- Ensuring daily behaviour reflects the School's ethos and values.
- Fulfilling responsibilities outlined in the School's Child Protection Policy.
- Ensuring records of communication are maintained and provided to other relevant staff members as required.
- Communicating effectively with all teaching staff, parents, students and all other staff.
- Playing an active role in supporting the cleanliness and safety of the school site.
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School.
- Following safe working procedures developed for the School.
- Completing an ERM Incident Report Form for all incidents that occur.
- Reporting any Workplace Health and Safety concerns or hazards immediately to the WHS Advisor.

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to Christian leadership through vision, service and example
- Motivate and energize staff, students and parents by fostering quality relationships and community development through dynamic and collaborative leadership
- Provide effective leadership through the use of well-developed conflict resolution and negotiation skills
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example.
- Maintain professional competence and current knowledge in educational trends.
- Consistently demonstrate commitment to the school core values of Christianity, Tolerance, Excellence, Dignity and Trust.
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times.

Other duties as may be required from time to time

- Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.

Child Protection

All employees of Whitsunday Anglican School are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately.

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____