

Status:	Permanent Position Part Time - 30 Hours per week (includes Administration and Contact time).
Commencement/Completion Date:	from Monday 28 th June 2021
Area of appointment:	Out of School Hours Care (OSHC) Director
Position Reporting to:	Business Manager & Principal
Qualifications:	Diploma in Children's Services TAFE, Diploma in Out of School Hours Care, Diploma of Teaching (Early Childhood Education) – see ACECQA for other accepted qualifications
Pre-requisites:	These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:- <ul style="list-style-type: none"> • Current Working with Children Check • Current Responding to Abuse and Neglect Training Certificate • Current First Aid Certificate (HLTAID004) • Current Driver's License

Introduction

HILLS is seeking applications for an OSHC Director commencing late Term 2 2021:

- whose personal Christian faith, is reflected in his/her daily living
- who can enhance our existing strong culture of community
- to work within a highly enthusiastic and supportive team
- who is reliable, trustworthy, adaptable, efficient and possess the ability to work as an effective team member.
- who will support the Vision of the School as stated in the Constitution.

Personal Specification

Staff members of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's statement of Aims and Objectives and its Statement of Belief. These include:

- A personal Christian faith, which is reflected in his/her daily living, and a willingness to work with Staff and School Management to maintain and develop the strong Christian ethos in the School
- Acceptance and respect for people from diverse backgrounds and viewpoints
- The ability to work co-operatively and harmoniously as part of a team.
- Being supportive and encouraging to children or adolescents, colleagues and parents.
- Having positive relationships and open communication with the whole school community.
- A positive outlook on life, and a pleasant, welcoming and receptive personality
- A commitment to personal and professional growth.



Key Selection Criteria

Personal Skills and Abilities

- Organisational and time management: cope with fluctuations in work volumes, giving close attention to detail, determining priorities, plan and organise workloads, work under pressure and maintain deadlines
- Analyse problems, exercise judgement, initiative and to recommend improvements, changes to current practices and procedures
- An ability to communicate professionally both orally and in writing
- An ability to take initiative and work independently
- Ability to establish effective working relationships with staff, students, professionals and parents
- Proficient with SPIKE for booking, billing and EDUCA for programs, planning observation etc. or similar software programs.
- Knowledge of National Quality Framework (NQF) & My Tim, Our Place Framework (MTOP)

Responsibilities

Staff:

- Maintain a sense of team with high morale
- Recruit educators in consultation with Business Manager
- Ensure adequate educator ratios at all times and organise rosters
- Have a comprehensive induction package and process for OSHC staff and volunteers, and keep individual staff records up to date
- Supervise and support educators, students and volunteers to meet the requirements of the Education and Care Services National Regulations
- Plan and coordinate staff meetings
- Be familiar and follow with OSHC Philosophy and Mission Statement, Policies and Procedures, the National Quality Standards, MTOP, HCCS guidelines and legal liability regarding Duty of Care to children
- Ensure ongoing performance development is conducted with staff that includes planning, implementation, review and evaluation
- Professional development is organised to meet individual staff performance planning and service needs.

Children:

- Responsible for overall supervision of children
- Responsible for the preparation and presentation of engaging learning experiences for children and a stimulating learning environment
- Ensure that appropriate records and observations for each child are established and maintained
- Ensure the physical safety and emotional well-being of children is being met
- Encourage children's responsibility for self, others and possessions
- Encourage children to use their manners, correct language and clear speech in a supportive manner
- Encourage children to think for themselves and to problem solve
- Provide nutritional menus for meal times



Program:

- Responsible for the planning, perpetration, implementation and evaluation of the programme based on the “My Time Our Place Framework” and other relevant platforms for Before and After School Care and Vacation Care.
- Responsible for recording observations and maintaining children’s individual folders online
- Responsible for preparation of meals
- Responsible for purchasing activities, craft, stationary etc and maintain the budget provided

Parents:

- Develop and maintain positive and effective relationships with parents
- Translation and interpreting services are available for children and families as required
- The diverse cultural and linguistic needs of children and families are acknowledged and incorporated into all aspects of service operations
- A comprehensive orientation policy and procedures for children and families is developed that includes and reflects the diverse needs of the community and incorporates regular feedback and review
- Respectful, supportive relationships are maintained with and between families, the OSHC Advisory Committee, Principal, the School Board, school staff and other agencies
- Newsletters and marketing material are distributed.
- Encourage parents to participate in the programs
- Provide information for parents about their own children as deemed informative to their needs

Administration:

- Develop and ensure all policies and procedures are up to date and comply with the requirements of the Education and Care Services National Regulations, in conjunction with school policies to ensure consistency for children and educators
- Use SPIKE program (for entering and altering bookings, enrolments etc.)
- Ensure all individual health needs or issues are documented properly and, in some cases, a medical condition management risk minimisation and communication plan completed. All medicines are up to date and families have completed and returned proper medication plans
- Ensure risk assessments are done for excursions
- Responsible for keeping a “live QIP”
- Making sure all children are signed in and out
- Maintain illness, accident and any other record as required by Regulations
- Ensure that any census or government information required is followed and completed
- Ensure the confidentiality of student records



Premises:

- Ensure the facilities are audited annually
- Assist in cleaning up at the end of each session, sharing responsibility for tidying and wiping tables, washing up paint/glue pots and brushes, sweeping floors, monitoring children's toilet facilities etc.
- Ensure premises and facilities are hygienic and in good condition, reporting any hazards or maintenance issues to the Grounds Staff
- Ensure premises are kept secure
- Maintain the Centre's resources or facilities in an appropriate condition.

Welfare, Health & Safety (WHS):

- Ensuring WH&S Management systems are up to date and followed
- Help ensure staff and students comply with HILLS WH&S Policies
- Report any incidents (involving yourself or others), hazards or near misses to the WH&S Coordinator, so that appropriate remedial action may be taken
- When preparing for School events that may involve food preparation for the consumption by the general public, ensure compliance with "Safe Food Handling Policy" (WHS0028).
- Participate in Evacuation Drills as instructed by the Management Team.