



Position Description: OSHC Coordinator

Key Responsibilities

- Develop, operate and manage a high quality OSHC service at Deutsche Schule Melbourne
- Supervise students in the OSHC service, ensuring overall care, safety, health and well-being
- Meet the educational and developmental needs of children being educated and cared for by the service
- Build strong relationships with students and their parents/carers
- Develop, coordinate, deliver and evaluate a fun and engaging OSHC program
- Develop supervise and lead your team of future educators
- Administer the OSHC service, including renewal of ACECQUA registration, Child Care Subsidy registration and administration, bookings and attendance, invoicing and collection of fees etc.
- Develop a quality improvement plan (QIP) for the service, implement and review annually.
- Prepare the service for assessment and rating under the National Quality Framework
- Ensure compliance with procedures, policies, and regulations.
- Maintain confidentiality in relation to student, parent and workplace interactions
- Ensure adherence to the Code of Conduct

Key Outcomes

- Creation of a harmonious OSHC environment, where students and parents/carers feel welcome
- Establishment of a high quality DSM OSHC service
- Development of an outstanding OSHC program
- Implementation of varied activities including sport, creative play, leisure experiences and team games.
- Strong student participation in the service
- Development of trusted and effective relationships with students and students' parents
- Active involvement in the DSM community
- Effective working relationships with other staff members

Key Activities

- Manage the day to day operation of the DSM OSHC service
- Inspire, nurture and challenge students to realise their own potential and become creative and confident participants in the global community
- Assist students in the development of a global view on life and appreciation of cultural diversity.
- Create a flexible learning environment that considers all students' age, language proficiency, abilities and individual needs
- Plan and implement innovative and challenging learning activities targeted to foster the social, emotional and cognitive growth of each student
- Demonstrate high standards of behaviour
- Consistently use the principles of the DSM educational model (one teacher – one language, early immersion)
- Create a nurturing environment for students in which each student is equally valued
- Organise activities to provide a safe, welcoming, stimulating and need based environment
- Assist in the recruitment of OSHC personnel
- Rostering, supervision, management and development of OSHC staff
- Manage the administration of the OSHC service, including bookings and monitor attendance (follow up no shows immediately) and invoicing/collections
- Communicate clearly and appropriately with parents and students
- Collaborate and share knowledge, ideas and resources with the team
- Actively ensure understanding of DSM policies and procedures, act in accordance with them and promote successful implementation
- Participate in staff meetings, teacher planning days, professional development and annual review activities
- Participate in internal/external school events



Position Description: OSHC Coordinator

Key Skills

- Experience in leading a OSHC service at primary school level
- Prior experience in opening a new service
- Current knowledge of child protection and legal regulations
- Strong leadership and management skills
- Ability to develop and implement programs and activities
- Excellent communication skills, reliability and ability to demonstrate positive interactions
- Strong administrative skills
- Excellent interpersonal skills
- Analytical and conceptual ability to identify issues/problems and proactively find an appropriate solution considering all parties

Styles:

- Result orientation: Target at delivering high quality results for the school
- Engagement: Provide positive outlook, motivate and encourage other team members
- Commitment: Demonstrate high level of commitment
- Participation: Participate in school activities as required and take an active role in the further development of the school
- Ownership: Take ownership of the school's success
- Integrity: Be honest, inspire trust and take responsibility for actions

Key Responsibilities = What am I responsible for? What do I need to do?

Key Outcomes = What should have been achieved by the end of the year?

Key Activities = What are typical activities required on a day-to-day basis to fulfil my responsibilities and achieve my outcomes?

Key Skills = What skills do I need to successfully fulfil/manage my responsibilities?

Required Registration

- Work permit
- Current police check
- Working With Children Check
- Child Protection Certificate

Required Qualification/Education

- Diploma in Children's Services (OSHC)/ Bachelor or Education (VIT Registration)
- Current First Aid, CPR, Asthma and Anaphylaxis management certificates
- Up to date computer skills including Childcare Subsidy program, Compass and Microsoft Office

Stakeholder

- (Prospective) Parents and students
- Teachers, leadership and admin staff
- Community members

Direct Reports:

- Principal

Authority

Signature:

No authority

Payments/Budget:

Upon approval by Principal

Staff:

No authority

Salaries:

No authority

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