

OUT OF SCHOOL HOURS CARE ASSISTANT DIRECTOR CSE Level 5

Trinity Gardens OSHC is seeking an experienced and passionate Qualified Educator to join our team. The position is Permanent Part-Time for 30 hours per week and will require the Assistant Director to work Monday to Friday in Before School Care 7:00-9:00am and After School Care 2:45-5:45pm with additional time for administration duties. The actual hours of work during Vacation Care will vary.

Required Qualifications:

Diploma or Degree level qualification as approved by ACECQA
First Aid qualification as approved by ACECQA
Responding to Abuse and Neglect training
DSCI Criminal History Screening
Flexibility in relation to work hours

Desirable knowledge and experience:

Ability to relate well with children, families and staff
Knowledge of NQF and MTOP
Strong leadership qualities, operational and financial management skills

For further information please telephone 83326901 or email:

ed.guidolin475@schools.sa.edu.au

Please email expression of interest including full resume and 2 current professional referees to: ed.guidolin475@schools.sa.edu.au

Applications must be submitted by 6:00pm Monday 18th September 2017

Trinity Gardens OSHC

JOB DESCRIPTION

POSITION TITLE

Assistant Director – Trinity Gardens OSHC

AWARD / AGREEMENT

Children's Services Award 2010

CLASSIFICATION

Children's Services Employee Level 5

POSITION OBJECTIVES

The Assistant Director is accountable to the Director for the co-ordination and direction of activities in the OSHC and / or Vacation Care Service, ensuring that:

- Quality care is provided to meet the individual and group needs of school age children in a respectful, supportive, equitable and inclusive manner
- A vibrant, interesting, varied and appropriate children's program is developed and implemented to meet the ongoing needs of the children
- The philosophy, policies and procedures of the Service are upheld, implemented and, contributed to through the Director, to meet relevant requirements
- The children and families of the OSHC / Vacation Care community are encouraged to contribute to the quality and success of the Service
- General supervision and leadership is provided for all employees within the service
- In the temporary absence of the Director, licensing and all statutory and quality assurance issues are managed and complied with.
- With the Director, or in the temporary absence of the Director, responsible for the welfare of children and staff in emergency situations.

QUALIFICATION

AQF Advanced Diploma or Diploma in Out of School Hours Care or Children's Services or relevant Degree or Early Childhood Education qualification

SKILLS, KNOWLEDGE AND EXPERIENCE

- Ability to assist families in a sensitive supportive and professional manner
- Ability to develop and implement positive behaviour management procedures
- Ability to cope effectively in an emergency or stressful situation
- Highly developed observation and reporting skills
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work with individual children with particular needs
- Ability to support the inclusion of children with additional needs, including personal hygiene and feeding requirements
- Experience interacting with groups of children from 4 – 13 years of age

Trinity Gardens OSHC

- Ability to oversee planning, development, implementation and evaluation of developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community
- Effective administration, business, marketing and financial management skills, with the assistance of the Director
- Effective operational and human resource management skills, with the assistance of the Director
- Effective interpersonal and supervisory skills
- Emerging pedagogical leadership skills
- Effective verbal and written communication skills
- Good keyboard, computer and software package skills
- Sound knowledge of administrative functions of an OSHC Service including software programs for administering Childcare Benefit, with the assistance of the Director
- Effective time management skills
- Ability to negotiate effectively with stakeholders, authorities and community groups, in the absence of the Director
- Good knowledge of adult learning principles
- Knowledge of the responsibilities of the employer and employee under the Occupational Health & Safety Legislation
- Good knowledge of relevant state and federal government legal compliance requirements relating to OSHC
- Knowledge of and commitment to, the principles of equal opportunity
- Knowledge of responsibilities under Child Safe Environments compliance
- Sound knowledge of OSHC Quality Assurance
- Sound knowledge of SA Standards for OSHC compliance requirements
- Sound knowledge of recognised School Age Care Framework

SPECIAL CONDITIONS

- Current First Aid qualification as approved by ACECQA (Provide an Emergency Response in Education and Care Setting – HLAI004 preferred)
- A criminal history clearance as per the current relevant statutory requirements (DSCI)
- Successful completion of *Responding to Abuse and Neglect - Education and Care* training
- Current Driver's License
- Attendance at out of hours meetings, training and Service functions (Award / Agreement remuneration / conditions apply)

RESPONSIBILITIES AND DUTIES

All responsibilities and duties must be carried out with regard to and including:

- Protection of the health, safety, security and well-being of all stakeholders
- Adherence to relevant policies, procedures and statutory requirements
- Respect for and inclusion of diversity in its many forms
- Respect for and maintenance of confidentiality

Pedagogical leadership

As delegated by the Director

- Demonstrate and share knowledge of child development and effective approaches to facilitating children's recreation and leisure programs
- Plan, document, deliver and evaluate children's

Trinity Gardens OSHC

	<p>recreation and leisure programs</p> <ul style="list-style-type: none"> • Oversee and lead other staff to implement a recreation and leisure program based upon recognised School Age Care Framework • Work with other staff in observing, supporting and extending children’s participation in the program • Lead discussion on reflective practice and continuous improvement • Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the program • Be a professional role model for high quality recreation and care for school age children • Build the capacity of all staff by support and mentoring others to take on leadership roles in areas of expertise or of potential interest
<p>Delivery of quality care and children’s programs</p>	<p>As delegated by the Director</p> <ul style="list-style-type: none"> • Supervision of the quality, development, implementation and evaluation of the programs and routines • Provision of program balance to include flexibility, variety, safety, fun, choice • Plan for and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds. • Attainment and continuity of OSHC Quality Assurance accreditation • Development / supervision of rosters to meet child : staff ratio requirements • Supervision of purchase, provision, preparation, storage and labelling of a variety of nutritious and appropriate foods within regulated hygiene standards
<p>Leadership and human resource management</p>	<p>As delegated by the Director</p> <ul style="list-style-type: none"> • Provision of leadership to other staff, volunteers and students on placement • Management of training of employees / volunteers / students as required • Development of staff awareness of accountability, legal liability and duty of care to children • Supervision and encouragement of employees, volunteers and students to develop strong team work skills and create a supportive team environment • Attend to immediate needs in an emergency situation and contact relevant authorities • Support a culture of continuous learning in the workplace (including own workplace learning)
<p>Communication with</p>	<ul style="list-style-type: none"> • Provision of written and verbal information about

Trinity Gardens OSHC

families	relevant aspects of service delivery for families and how they can become involved, as delegated by the Director
Financial management and administration	<ul style="list-style-type: none"> • Participate in appropriate financial checks and balance systems, as delegated by the Director • Undertake responsibilities relating to accounts, bookings, billing, financial returns, monthly income and expenditure statements and annual audit statements, as delegated by the Director • Prepare wages and / or relevant data, ensure payslips are provided and all employee financial records are regularly updated, as delegated by the Director
General administration functions	<ul style="list-style-type: none"> • Contribute to the management of employee records, including financial, workplace compliance, training and development and personal data • Contribute to the safe and secure storage and maintenance of materials, resources, and, equipment • Participate in the regular written and verbal information about all relevant aspects of Service delivery for families and how they can become involved • Participate in relevant risk management strategies as delegated by the Director

ORGANISATIONAL RELATIONSHIP

The employee will be responsible to the Director of the Service and through her / him to (the Principal or delegate)

When acting in the position of the Director, the Assistant Director will be responsible to

- Trinity Gardens School Governing Council – Principal or delegate

The employee will be responsible for supervision of Trinity Gardens OSHC children and staff.

EXTENT OF AUTHORITY

The Assistant Director:

- Is responsible for the overall day to day management and administration of the service on behalf of the Director during the Director's temporary absence
- Is authorised to sign documents and letters as delegated by the Director of the Service
- Is authorised to deal with human resources issues on a day to day basis as delegated by the Director
- Is responsible for the general supervision of all employees within the service