Position Description

OOSH COORDINATOR (Full-time)
Commencing February, 2017

1. Position Title: OOSH Coordinator

2. Role Purpose: The OOSH Coordinator is responsible for managing the day-to-day operation of the Bishop Tyrrell Anglican College Before and After School Care and Vacation Care Service. The person will ensure implementation and compliance with the National Quality Framework, which encompasses the Education and Care Services National Law and Regulations the National Quality Standards, and the Framework for School Age Care – My Time, Our Place in conjunction with the College Leadership Team.

3. Location: Fletcher, NSW

4. Responsible To: Deputy Principal and Director of College Improvement

5. Functional Relationships: This person will maintain effective and collaborative relationships with the OOSH staff and other staff across the College.

6. Key Tasks and Expected Outcomes:

6.1. Administration, Management and Compliance

- Manage the day-to-day operations of the service in line with the NQF and as directed by the College Leadership Team.
- Monitor and contribute to the development of the Quality Improvement Plan (QIP).
- Review and revise the QIP as required by the Regulations.
- Oversee the assessment and rating visit by the Regulatory Authority.
- Keep up to date with all relevant legislation and communicate any changes to management and educators.
- Ensure compliance with the service policies and procedures.
- Develop and evaluate policies and procedures in collaboration with the College Leadership Team.
- Maintain educator-to-child ratios at all times.
- In consultation with staff, complete weekly rosters in advance for the service.
- Ensure maintenance, storage and confidentiality of all family, children and educator’s records.
- Process family fee payments and issue invoices/ receipts in a timely manner.
• Manage Child Care Benefit (CCB) claims; process family fee payments, records and reports in accordance with CCB legislation.
• Manage enrolments in accordance with DEEWR Priority of Access Guidelines.
• Ensure procedures are in place to ensure that all educators and other staff comply with the service’s policies and procedures.
• Contribute to the development of the annual budget and manage expenditure in line with the agreed budget.
• Positively promote and market the College’s OOSH service to families and the community.
• Participate in workshops, forums and other educational opportunities as necessary to increase personal knowledge, keep up to date with industry trends and share this knowledge with the educators and management where appropriate.
• Ensure that all prescribed information to be displayed is clearly on display within the service.
• Meet with the Deputy Principal regularly and provide a detailed report of current and future activities and issues.
• Ensure adequate operational, licensing, risk management and work health and safety procedures are implemented and regularly reviewed.
• Purchase materials/resources and equipment for the service in consultation with the Deputy Principal.
• Ensure that copies of the Regulations, Law, Awards and other relevant legislation are kept accessible at the service.
• Ensure compliance with the College’s WHS Policies and Procedures.
• Maintain the work environment so as to minimise risk to children, educators and visitors to the service and report identified risks so that action can be taken to rectify the issue.
• Ensure the emergency and evacuation procedures are maintained and rehearsed in accordance with the Regulations.
• Respond appropriately to accidents or emergencies and ensure First Aid is applied as necessary, ensuring all treatments are recorded and the family and or regulatory authority is notified accordingly.
• Ensure the service’s Child Protection Policy is implemented.
• Ensure compliance as a mandated reporter to FACS.
• Maintain a clean and safe work environment.

6.2 Educational program and practice

• Take responsibility for the protection and rights of children attending the service.
• Provide educators with guidance, written instruction and resources to develop, plan and implement quality programs for children that meets their physical, emotional, intellectual and social needs and which comply with the Framework for School Age Care - My Time Our Place.
• Ensure that processes are in place to comply with the requirements of the Regulations in relation to educational program and practice.
• Utilise approved procedures to meet each child’s needs, having regard to the views of the families; advice provided by specialist advisors assisting families
(where applicable); children with additional needs (and the families of these children) and the religious, cultural and linguistic requirements of the children and families.

- Ensure the program is monitored and evaluated on a regular basis by the educators and in consultation with families, children and management and that the evaluations are documented.
- Ensure that the written program is displayed at a place accessible to parents and that a copy is available on request.
- Ensure that appropriate program resources are maintained and budgeted for.

6.3. Staff Management

- Ensure there are procedures in place for a certified supervisor to be placed in day-to-day charge of the service when the need arises.
- Maintain a casual staff list and contact casual staff as required to manage rostering.
- Ensure all educators and staff are aware of their responsibilities under the NQF and have access to the Regulations and Law.
- Ensure all educators and staff are provided with a current Position Description.
- Follow Working With Children Check procedures for educators, volunteers, students and other staff who may have direct contact with the children.
- Ensure staff records/personnel files are established and maintained.
- Implement specified conflict resolution and problem solving techniques where necessary.
- Ensure annual performance reviews are conducted for all permanent educators and individual training and development plans are created and maintained.
- Recommend professional development or training opportunities for educators as appropriate.
- Effectively delegate duties to team members as appropriate.
- Convene regular staff meetings and provide the Deputy Principal with minutes.
- Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness.
- Proactively support and encourage a healthy team environment.
- Maintain professional and ethical standards at all times when dealing with families, educators and the children.

6.4 Collaborative partnerships with families and communities

- Develop and maintain positive and respectful relationships with families.
- Coordinate the orientation, enrolment and transition processes for families and children.
- Create a safe, supportive and informative environment for families.
- Act as a resource person for families.
- Maintain the confidentiality policy on children, families and educators at all times.
- Encourage families to contribute to the community of the centre.
Any other duties specified by the College Principal.

7. Performance Review Conditions

The appointee to the position will be required to participate in the annual Performance Review Program.

8. Person Specification:

This person specification describes the skills and attributes of a person most likely to be competent in undertaking the key tasks and expected outcomes set out in the role description.

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<th>ROLE TITLE</th>
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| Qualifications Educational Levels Training | - Certificate III in Children’s Services  
- Current First Aid certificate  
- Anaphylaxis and Asthma Management Training | - Diploma of Early Childhood Education and Care (or working towards) OR  
- Degree in Early Childhood Education (or working towards) |
| Knowledge and Experience | - Previous experience as a Child Care Worker within an OOSH service.  
- Commitment to the education and wellbeing of children.  
- Experience in implementing the MTOP and the NQS  
- Experience in conducting interest based activities | - Previous experience as an OOSH Coordinator OR Nominated or Certified Supervisor. |
| Skills and Special Abilities | - Ability to work cooperatively within a team context  
- Ability to multi-task  
- A commitment to ongoing professional development | |
| Personal Qualities | - Professional and personal integrity  
- Team player  
- High standard of organisational and time management skills | |
| • Self-starter  
| • Professional presentation  
| • Effective interpersonal and written communication skills |
| Other  | • Able to support the Christian ethos of the College  
| | • Successful Working with Children’s Check |

Applications addressing the selection criteria and including three referees close on Monday, 13th February, 2017 at 9am. Email applications to richardsont@btac.nsw.edu.au.

Thank you for your interest in our College. We do appreciate the time you have invested in this application.