



POSITION DETAILS

REPORT TO:	Principal
FTE:	hours as negotiated, 41 weeks per year
CLASSIFICATION LEVEL:	Level 7.2 for an OSHC service with 1-39 places Level 7.3 for an OSHC service with 40-59 places

JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The OSHC Director position is based at the school and is accountable to the Principal.

POSITION OVERVIEW

Position Summary	<p>The Out of School Hours Care (OSHC) Director is responsible for:</p> <ul style="list-style-type: none">• Development and implementation of a suitable programme for OSHC within the School policies and guidelines and the My Time Our Place framework.• Administrative functions of the programme• Communication with parents and caregivers• Management of staff• Planning and implementing the Vacation Care service (if applicable)
Reporting/ Working Relationships	<ul style="list-style-type: none">• OSHC Directors are accountable to and under the direction of the Principal or delegate. The Principal provides educational leadership for the school and sets the general direction and ethos for all staff, students and community members.• OSHC Directors should maintain and foster positive relationships with all staff, including the other members

	of the OSHC team at their site and across the Sunrise network.
Special Conditions	<ul style="list-style-type: none"> • A current satisfactory Working With Children Check will be required before commencement of employment • Some out of hours work may be required

KEY RESPONSIBILITIES

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Programme Development and Implementation	<p>You will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none"> • Work within the OSHC policies, procedures, and timetables to develop activities for the children that are developmentally appropriate and provide a safe and healthy environment for the children • Meet individual needs of children according to the spiritual, education, care, and recreational philosophy of the programme • Deal with emergencies and hazards in accordance with OSHC and WHS policies, including completing appropriate risk assessments • Ensure the facility adheres to all relevant regulations and statutory requirements, including meeting or exceeding quality assurance requirements • Develop and maintain policies and practices for the facility in conjunction with other OSHC Directors and the Procedural Support Officer • Facilitate Vacation Care during term breaks and SNADs (Student Non-Attendance Days) (if applicable) • Manage varying levels of behaviour and care for students with neurodiversity • Assist children with personal hygiene where appropriate
Administrative Functions	<p>The OSHC Director is required to:</p> <ul style="list-style-type: none"> • Enrol and liaise with families and outside agencies • Send accounts to families and collect fees through the Spike automated fees system, including follow-up of outstanding fees

	<ul style="list-style-type: none"> • Source OSHC and Vacation Care resources and food within assigned budget in conjunction with the Principal (if applicable) • Book excursions/incursions and buses for Vacation Care (if applicable) • Fulfil Government accountability and reporting requirements as necessary • Communicate in the weekly email for OSHC Directors • Develop and maintain a Quality Improvement Plan (QIP) and work with it regularly • Ensure the Service complies with all relevant regulations • Roster and manage timesheets for staff through the payroll and rostering system • Onboard, train, and roster OSHC employees as required; organise and run staff meetings • Develop staff awareness of accountability, legal liability, and duty of care to children • Encourage employees to develop strong teamwork skills and create a supportive team environment • Support a culture of continuous learning in the workplace (including own workplace learning) • Meet regularly with the Principal and liaise with the PSO where required.
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PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none"> • Must possess a minimum Diploma ACECQA-approved Qualification (or have completed two years of a Bachelor of Education and be working towards completion of this qualification) • First aid certificate (including HLTAID012) • Responding to Risks of Harm, Abuse and Neglect in Education and Care training (RRHAN-EC) • Food Safety Supervisor Training • A current satisfactory Working With Children Check (WWCC) will be required at commencement of employment
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SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent administrative and verbal and written communication skills • The ability to interact with children, parents and staff in a positive, sensitive and respectful manner • Effective observation and reporting skills • Ability to work autonomously • Ability to supervise and co-ordinate children, staff and volunteers • Good computer skills • Strong decision-making and problem-solving abilities • Ability to lead, mentor, and manage a team of educators and support staff • Proficiency in programme planning, development, and implementation • Knowledge of curriculum frameworks and ability to align OSHC programs with school values and educational goals • Ability to address and manage challenging behaviours in a supportive and constructive manner in conjunction with Restorative Practice • Strong organisational abilities to manage time, resources, and multiple tasks effectively
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre. • A mature faith and active involvement in a local church. • A proven lifestyle founded on Biblical Christian principles. • A life that demonstrates the indwelling of the Holy Spirit. • A willingness to affirm the foundation statements and principles promulgated by the School and ACS. • A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience working in an OSHC or childcare facility is essential • A sound working knowledge of an OSHC facility and OSHC funding and reporting requirements is required



KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of programming in an educational area• Knowledge of the ability levels of primary school age children• Knowledge of strategies to support Neurodiversity• Knowledge of Trauma Informed Practices

DESIRABLE CHARACTERISTICS

EXPERIENCE	<ul style="list-style-type: none">• Previous experience with SPIKE would be advantageous.• Understanding of the National Quality Framework (NQF), including the National Quality Standards (NQS), and experience applying these in an OSHC setting would be advantageous.
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The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____
Principal Sunrise Christian School

Date _____

Accepted by: _____
Applicant

Date _____