

ASSISTANT DIRECTOR OF OSHC (ST PETERS CAMPUS)

Reporting to: Head of OSHC Services

Location: Concordia College,
St Peters Campus, 71 Cumming Street
Blackwood

Classification: As determined by the College
within the current *Educational Services (Schools)*
General Staff Award 2020

Tenure: Fixed term

Time Allowance: 33 hours per week, with the
ability to work between 7:15am and 6:00pm
during Before School Care, After School Care,
Vacation Care and Pupil Free Days.

Role Description

The Assistant Director of OSHC is responsible to the Head of OSHC Services for the coordination and direction of activities in the OSHC and Vacation Care service at our St Peters Campus. The Assistant Director ensures that quality care is provided to meet the individual and group needs of school age children in a respectful, supportive, equitable and inclusive manner.

Essential Requirements

- a commitment to the faith life of the College and its Lutheran identity
- minimum of an approved diploma level qualification
- qualifications and experience commensurate with the role
- completed Working with Children Check and Responding to Risks of Harm, Abuse & Neglect training
- Provide First Aid in Education & Care setting accreditation

Personal Qualities

- Demonstrates alignment with the College values:
 - **Integrity** (Our actions align with our words, even when it is difficult.)
 - **Courage** (We embrace challenge and take healthy risks.)
 - **Aspiration** (We strive for continuous growth and improvement.)
 - **Care** (We show respect and kindness to ourselves and others.)
 - **Connection** (We welcome, include and appreciate others)
 - **Grace** (We show humility, gratitude and forgiveness)
- Motivates and influences through exceptional communication and collaboration
- Demonstrates excellent professional judgement, composure and resilience when faced with challenge
- Openness to change and improvement
- Ability to work in a demanding role, including working out of normal hours.
- Projects positivity and displays genuine enthusiasm and optimism.

Selection Criteria

Knowledge & Experience	• Experience working in a team environment • Knowledge and experience appropriate to the role • Familiarity with relevant school policies, guidelines and procedures • Appropriate knowledge of digital technologies applicable to the role • Experience in a similar role previously
People & Culture	• Lead in a manner that supports the College's vision and role models the College's values framework. • Build a positive sporting environment that promotes the College's values framework. • Promote positive conversation about the College and consistently show support for College initiatives and strategic plans, both within and outside the College. • At all times fosters appropriate and positive relationships with students, staff, and parents • Contributes to maintaining appropriate expectations for student behaviour with the Head of OSHC Services and Principal St Peters Campus Blackwood
Responsibilities	• Ability to ensure the OSHC is staffed appropriately and falls within budgeted wages and staff to student ratios • Ability to ensure that quality care is provided to meet the individual and group needs of school age children in a respectful, supportive, equitable and inclusive manner • Ability to ensure a vibrant, interesting, varied and appropriate children's program is developed and implemented to meet the ongoing needs of the children • Ability to ensure that the philosophy, policies and procedures of the Service are upheld, implemented and contributed to, to meet relevant requirements. This includes ensuring that the Christian beliefs and values of the school are also upheld and promoted • Ability to provide general supervision and leadership to all employees within the service • Ability to work in collaboration with the Head of OSHC Services and Principal St Peters Campus Blackwood to build a sense of team • Ability to maintain and ensure that the licensing, statutory and quality assurance issues are complied with • Ability to maintain responsibility for the welfare of children and staff in emergency situations • Ability to ensure that relevant and accurate information is maintained
Competencies	• A lateral thinker and positive problem solver • Shows professional judgement and initiative • Appropriate knowledge of relevant digital technologies