

Job Description

Department: Department of Education and Training **Location:** Lake Boga Primary School

Classification: Ed Support Level 1 - Range 3

Position Description: **Outside School Hours Care (OSHC) Coordinator** – Lake Boga Primary School

Subject/Duties:

Begin Date:

May 31st 2021 (negotiable)

End Date:

December 20th 2024

Regular/Temporary:

Temporary – Fixed term

Hours:

30.4 hours per week

Reference #:

Contact Name:

Joe Summerhayes (Principal)

Phone:

(03) 50369000

0438 701 463

School Website:

<http://www.lakeboga.vic.edu.au/>

Apply By:

12th May 2021

Please send Resume and cover letter to Principal, Joe Summerhayes:

Joseph.summerhayes@education.vic.gov.au

About the Outside School Hours Care (OSHC) Program

Effective OSHC programs bring a wide range of benefits to children, families and communities. OSHC programs can boost academic performance, reduce risky behaviours, promote physical health and provide a safe, structured environments for the children of working parents. OSHC programs also support parents/carers to engage in training and/or employment.

The OSHC Coordinator will be responsible for establishing a new OSHC service and leading the ongoing delivery of the OSHC program.

The OSHC Program at Lake Boga Primary School has been funded by the Department of Education and Training (DET) through an OSHC Establishment Grant to improve access to OSHC services for Victorian families.

Lake Boga Primary School will implement an after school care program commencing in Term Three 2021. The program will run from the conclusion of school at 3:20pm until 6:00pm.

Location

The OSHC Coordinator will be located at Lake Boga Primary School

Situated in the rural town of Lake Boga, our Educational Hub incorporates our Pre-School and Primary School Facilities. Explore our school facilities with our [virtual tour](#). In 2021 we will also introduce a new After School Care program to support our students and families.

We currently have 75 students enrolled in our Primary School, running four classes from Foundation through to Grade Six.

Striving to equip our students with the skills to *“Be The Best We Can Be”* staff at Lake Boga Primary School work hard to provide our students with opportunities and experiences like no other.

Selection Criteria

Essential

- Demonstrated capacity to lead, coordinate and manage the delivery of a service
- Success in establishing and maintaining positive parent and community relationships
- Demonstrated skills in working with diverse children
- Excellent time management and organisational skills
- Ability to work within a team and embrace collaborative learning practices
- Computer skills and knowledge of relevant school-based software programs
- Working with Children Check (WWCC) or current Victorian Institute of Teaching registration
- Driver's Licence.

Desirable

- Hold a Diploma/Advanced Diploma of Children Services/Degree in Early Childhood Education and Care, Primary Education or equivalent.
- First Aid Certificate, including current anaphylaxis and emergency asthma management training
- Food Handling Licence
- Previous experience working in a leadership role in a OSHC or childcare setting.

Individuals with a willingness to undertake a [qualification approved by ACECQA for working with school age children](#) may apply.

Role

As the OSHC Coordinator, you will be responsible for the delivery of high-quality care to primary school aged children at this service. This position reports to the school principal.

As the Coordinator you be responsible for all aspects of the delivery of the OSHC program. You will:

- Lead the session of care (primarily After School Care but could extend to holiday program in the future)
- Recruit, mentor and support casual staff to build capability as required
- Undertake compliance and documentation requirements during your non-contact time
- Develop and implement our Educational Program and follow the MTOP Curriculum Framework
- Develop and implement program policies and procedures as required
- Manage promotion of the program
- Coordinate the enrolment of new students
- Ensure the inclusion of all children and young people within the service, including those with additional care needs
- Manage the program budget, including ordering of food and resources, claims for CCS rebates etc.
- Undertake the preparation of nutritious food for participants
- Provide regular reports to the School Council
- Work creatively and efficiently to implement both verbal and written skills, with the ability to write and communicate at a high-level
- Prioritise and meet deadlines
- Demonstrate initiative and capacity to work with minimal supervision and be autonomous
- Demonstrate ability to maintain confidentiality
- Be a high performer and multi-tasker
- Have a high level of professionalism and work ethic
- Work hard to build a strong rapport with our families, educators, the Lake Boga Primary School community, and the wider community
- Bring a high level of knowledge, skills, and abilities to the role to support the Service to Exceed the National Quality Standard
- Bring a high level of knowledge and demonstrated implementation of the National Quality Framework, National Law and Regulations and My Time Our Place Learning Framework

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

EEO AND OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available

at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

DET Values

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Other Information

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.

- A probationary period may apply during the first year of employment and induction and support programs provided.

- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>