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| **Position Description:** |  |
| **Outside School Hours Care (OSHC) Coordinator** – Pomonal Primary School |

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|  | **Department:** | Department of Education and Training | **Location:** | Pomonal Primary School |
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|  | **Classification:** |
|  | Ed Support Level 1 - Range 2  |
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**Causal:**  20hrs/ week at causal rate of $41/ hr.

Monday, Tuesday, Wednesday, Thursday 2.30pm-6.00pm + 6 flexible hours.

Contact Hours: Monday -Thursday 3.15-5.30pm

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|  | **Who May Apply** |
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|  | Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position and/ or Individuals who are willing to enrol/ complete all required training in order to learn how to complete all job requirements to a high standard. |

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**Contact Name:**

Pomonal Primary School Principal: Belinda Wethers

Belinda.wethers@education.vic.gov.au

0417010453

**School Website:**

Pomonal.vic.edu.au

**School Facebook Page:**

Pomonal Primary School

**Apply By:**

02/06/2023

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|  | **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 Pomonal Primary School is funded by the Department of Education and Training (DET) through an OSHC Establishment Grant to improve access to OSHC services for Victorian families and through Parent Payments and Centrelink (Childcare Subsidies). Pomonal Primary OSHC currently provides After-school care and Vacation care options during school holidays and Curriculum days.At Pomonal Primary we care deeply about our school and community, and we strive to provide a safe environment for all. Pomonal Primary School was established in 1874, is a small rural school located at the base of the Grampians nine kilometres south of Halls Gap. Students come from the vicinity of the township of Pomonal. Enrolments are currently 26 students.At Pomonal OSHC we extend the schools ethos and values. Pomonal Primary School and OSHC should be a place of learning where everyone in the school community feels a sense of belonging. Where respect, responsibility and resilience are our key values-The following understanding were contributed by the senior students.**RESPECT** For ourselves, others, and the environment. **RESPONSIBILITY** For our own learning and the environment. **RESILIENCE** Do not give up, learn from challenges.​Furthermore, always upholding the attitude expressed in the Pomonal Primary OSHC philosophy, which includes a commitment to providing a service in which all children have equitable access to all activities and to create an environment in which systematic barriers are removed. We believe that all children have limitless potential. We are committed to providing an inclusive, nurturing, and safe environment that meets the needs of all children. Our focus is holistically on both the child as an individual and the group, encouraging individuality, social-emotional development, and life-long learning. Using play, leisure, and an interest-based pedagogy we aim to inspire the development of life skills, key values, and mindfulness that supports children to grow into compassionate, curious, and resilient human beings. Our program aligns with the My Time, Our Place Framework requirements, and the principles of sustainability; emphasising environmental, social, cultural, intellectual, creative, financial; and emotional skills and knowledge. The OSHC program is developed collaboratively with the children, families, school, and broader community and subject to ongoing evaluation and improvement. Pomonal Primary OSHC will continue to develop strong ties with the local community, tapping into the wealth of experience, knowledge, and expertise the community has to offer.**Location** The OSHC Coordinator will be located at Pomonal Primary School  |  |
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|  | **Selection Criteria****Note: Applicants will be required to comply with the Department of Education’s COVID-19 Vaccination requirements, in line with the**[**Chief Health Officer (CHO) Directions**](https://www.health.vic.gov.au/covid-19/directions-issued-by-victorias-chief-health-officer)**and any other legislative requirements, directions, policies or procedures, including but not limited to any requirement to provide evidence of vaccination status.**Essential* Demonstrated capacity and experience leading, directing and manage the delivery of an Outside School Hours Care (OSHC) service or Childcare Facility **OR willingness and demonstrated capacity to enrol in and complete any required training in order to fulfil all requirements of the OSCH role**
* 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
* Experience in utilising childcare administration and childcare subsidy software
* Working with Children Check (WWCC) or current Victorian Institute of Teaching registration

Desirable* Hold or be currently working towards a Diploma/Advanced Diploma of Children Services/Degree in Early Childhood Education and Care, Primary Education or equivalent, such as:
* Certificate IV in Community Service
* Certificate lll in Education Support
* Certificate IV in Youth Work
* Bachelor of Applied Science (Physical Education)
* Post-secondary qualifications in the fields of health or allied health including but not limited to audiology, speech pathology, occupational therapy, psychology, social work, physiotherapy, dietetics and specialist therapies such as music and movement

Individuals with a willingness to undertake a [qualification approved by ACECQA for working with school age children](https://www.acecqa.gov.au/qualifications/requirements/working-in-OSHC-services) may apply.Valid WWC* Valid current Police check (no older than 6 months)
* Have or be willing to obtain before commencement - First Aid training as prescribed in the Education and Care Services National Law Act 2010
* Have or be willing to obtain anaphylaxis and Asthma management training as prescribed in the Education and Care Services National Law Act 2010
* Food Handling Licence or willingness to obtain one
* Having or be willing to apply for a PRODA
* Driver’s Licence
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|  | **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 Pomonal Primary School Principal, Belinda Wethers, and the School Council. The OSHC Coordinator position involves overseeing, and is responsible for, the effective and efficient operation of the Outside School Hours Care Service (involving After School and Holiday Care) placed under their control in accordance with the Pomonal Primary philosophy, policies, procedures, and guidelines. Their duties may include some or all the following: |

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|  | **As the OSHC Coordinator, you be responsible for all aspects of the delivery of the OSHC program. You will:**Plan and implement a quality educational program* Lead the development and implementation of a weekly OSHC program as part of the ongoing programming cycle, which will be clearly documented for all relevant stakeholders. This includes communicating the weekly program to parents and in all school correspondence (newsletter and website)
* Monitor the implementation of programmed activities through observations and gathering of information to ensure they are child-oriented and developmentally appropriate, to actively support children’s participation in the program
* Create an aesthetically inviting and relaxing OSHC environment which fosters creativity and independence and supports children’s physical and emotional wellbeing
* Utilise a variety of teaching strategies that reflect the philosophy for the OSHC program, are guided by children’s developmental needs, interests and abilities, and are reflective, in daily work
* Encourage children to develop independence and responsibility through the establishment of a proactive environment that builds confidence, resilience and a willingness to have a go
* Evaluate programs regularly and make appropriate modifications and recommendations to meet the individual needs of children.
* Plan a varied program of interesting activities, including excursions and incursions, for each holiday care period and distribute this program at least three weeks prior to the school holidays
* Complete risk management assessments for all activities (especially those that differ to the day to day running of OSCH eg, excursions and incursions).
* Monitor, support, guide and supervise educators in the implementation of programmed activities as required
* Explore specific children’s courses (such as AASC) or opportunities, which may be able to be offered to enhance or support the After School Care program

***Promote*** ***the*** ***Health*** ***and*** ***Safety*** ***of*** ***all*** ***Staff*** ***and*** ***Children**** Develop a strong working knowledge of relevant Pomonal Primary School and Pomonal Primary Outside School Hours Care policies and procedures and ensure daily practices are in accordance with these requirements
* Implement and maintain the risk management process for Pomonal Primary and the OSHC
* Be responsible for workplace health and safety within the Centre and immediately record and report any potential or actual hazards as well as record and notify of any injuries or dangerous occurrences which may occur during OSHC program times and proactively work at mitigating such risks
* Conduct regular fire drills and lockdowns in accordance with Pomonal Primary OSHC procedures
* Ensure food prepared for OHSC daily is appropriate for all children, including those with specific medical requirements and is served appropriately, according to the Centre’s Food Handling and Health and Nutrition Policies
* Assess children’s health and provide First Aid as required, follow medical or risk management plans or administer medication as requested, in line with the Centres procedures and policies
* Assist with the maintenance and appearance of the center, being mindful of safety, hygiene and cleanliness
* Develop and maintain an OSHC equipment register to ensure resources and school equipment is correctly stored, maintained and regularly cleaned and work areas remain organised and tidy
* Support and comply with relevant Pomonal Primary legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy

Build Positive Partnerships with Relevant Stakeholders* Work co-operatively, ethically and respectfully with other educators and support each other’s professional development
* Develop and maintain respectful, supportive, collaborative, and responsive relationships with children and their families that are sensitive and understanding of the diverse needs of families
* Provide suitable orientation and information for distribution to new families.
* Regularly contribute articles for use in the Pomonal Primary School fortnightly newsletter of facebook page to demonstrate aspects of the OSHC program to the school community
* Actively promote the service within the community through various avenues which may be available from time to time.
* Share any concerns or information immediately with the principal in regard to issues involving children, parents and staff, ensuring that total confidentiality and privacy is maintained at all times

Contribute to Effective Service Management* Report directly to Pomonal Primary Management Team both verbally and via written reports as required, to maintain clear communication about all aspects relevant to the operation of the program
* Assist with the development and review of operational policies and procedures specific for OSHC as required, as set down by the National Quality Standards, the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and My Time Our Place Framework
* Ensure all operations of the OSHC program are supportive of the program
* Philosophy and the Pomonal Primary ethos and Strategic Plan
* Print and monitor daily attendance rolls for OSHC, making alterations as required
* Enter weekly attendances in accordance with computer software procedures
* Follow OSHC program budget requirements given for each term and account for any expenditures in accordance with school procedures to ensure resource supplies are maintained.
* Provide a relevant orientation process for all new educators to join the OSHC team to clearly inform them of the requirements and other procedural aspects of the day to day provision of the program
* Attend professional development opportunities as appropriate or as directed by the principal to ensure knowledge and skills are up to date with current practices and trends in the OSHC sector and the maintenance of appropriate qualifications for the position
* Contribute to the continuous improvement of the service through reflective practice guided by the Centre’s Quality Improvement Plan and as requested by the principal.
* Attend Parent Information Evenings as required
* Demonstrate punctuality and reliability for all work commitments
* Assist with the completion of administrative tasks, accurately and in a timely manner, including completion of medical records, collection of data or other record keeping matters as requested by the principal or school council

*There may be times where your fortnightly hours do not reach your requirements and, in this case you may be requested to undertake other duties within the school that do not fit directly into the Coordinator PD*. |

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|  | **EEO AND OHS Commitment** |
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|  | 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. |

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|  | **Child Safe Standards** |
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|  | 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 [Schools - guidance | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/child-safe-standards-schools-guidance) |

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|  | **DET Values** |
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|  | 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> |

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|  | **Other Information** |
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|  | - 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 [Human resources: HR Web (education.vic.gov.au)](https://www.education.vic.gov.au/hrweb/Pages/default.aspx) |

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**Conditions of Employment**The successful candidate will be required to work during the school holidays. Regular work hours will be between the hours of 9am to 6pm on weekdays. This may be negotiated as appropriate. The successful candidate will be paid leave purchase allowance to compensate for time worked over the school holidays and their additional paid leave will be reduced accordingly.  |  |
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