# Position Description

## Title: OSHC Coordinator / Group Leader

(Part time)

## This Position Reports to: Director of Preschool

## Department: Preschool – Preparatory School

## Date: July 2023

P**REAMBLE**

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School.

The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

**OUR TSS VALUES**

**We are a TEAM**

We work together in a spirit of rust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

**We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

**We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

##### PURPOSE OF THIS DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

**STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful.  Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

* Every child: made in the image and likeness of God.
* Every child: loveable and loved, unique and unrepeatable.
* Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone’s best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

* place emphasis on genuine engagement with children and young people;
* create conditions that reduce the likelihood of harm to children and young people;
* create conditions that increase the likelihood of identifying harm where it exists; and
* respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes.  This fosters a child safe culture, where acting in children and young people’s best interests is at the heart of what we do.

##### DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management or their delegate may direct you to perform, and which could reasonably be considered relevant to the position.

###### DUTIES PERTAINING TO THE SOUTHPORT SCHOOL

Goals: To ensure all school policies and procedures are complied with by:

* Complying with legal obligations of an education establishment.
* Compliance with the Student Protection Policy and Procedures
* Complying with established industrial relations practices and requirements.
* Delivering a high quality of service.
* Identifying and assessing the needs and expectations of others.
* Encouraging the achievement of individual educational excellence with students.
* Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
* Ensuring that the well-being of all students in the program is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
* Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School’s senior management panel.

**GENERAL DUTIES AND RESPONSIBILITIES**

###### Overview:

An OSHC (Outside School Hours Care) Coordinator is responsible for overseeing and managing the operations of an OSHC program, which provides care and recreational activities for children outside regular school hours. Working under the supervision of the Director of Preschool, the role involves leading a team of educators, ensuring the delivery of high-quality care, and maintaining compliance with relevant regulations and standards.

###### Key responsibilities:

The role of an Outside School Hours Care Coordinator/Group Leader are:

* **Program Management:** The OSHC Group Leader is responsible for planning, implementing, and evaluating the OSHC program using My Time Our Place curriculum. This includes developing a diverse range of engaging and age-appropriate activities, coordinating schedules, and ensuring the smooth operation of the program. Annual portfolios, documenting each boy’s learning journey, are to be developed for boys who attend OSHC regularly.
* **Staff Leadership and Supervision:** The Group Leader provides guidance, support, and supervision to the OSHC team, which may include educators, assistants, and volunteers. This involves assigning duties, identifying training and professional development opportunities and discussing these with the Director of Preschool, and fostering a positive and collaborative work environment.
* **Child Care and Supervision**: Ensuring the safety, well-being, and development of the children in the program is a primary responsibility. The Team Leader oversees the implementation of appropriate policies and procedures for child supervision, behaviour management, and care routines, while promoting a nurturing and inclusive environment.
* **Compliance and Documentation**: The OSHC Group Leader ensures compliance with relevant regulations, policies, and licensing requirements. This includes maintaining accurate records of attendance, medical information, incident reports, and other documentation necessary for regulatory and administrative purposes.
* **Communication and Collaboration**: Effective communication with parents, Preschool Director, school staff, and external stakeholders is crucial. The Group Leader maintains regular communication channels to provide updates, address concerns, and seek feedback. Additionally, they collaborate with the school administration, teachers, and other OSHC providers to ensure a coordinated approach and alignment with the school's policies and goals.
* **Financial and Administrative Tasks**: The Group Leader may be responsible for administrative tasks such as rostering, arranging cover, organising incursions, and maintaining inventories of equipment and resources.
* **Health and Safety:** The Group Leader upholds and promotes a safe and healthy environment for children, staff, and visitors. They implement and monitor health and safety policies, conduct risk assessments, ensure the maintenance of appropriate facilities and equipment, and respond effectively to emergencies or incidents.
* **Professional Development:** Keeping up to date with industry trends, best practices, and relevant legislation is essential. The Group Leader seeks opportunities for their own professional development and encourages the professional growth of the OSHC team through training, workshops, and networking opportunities.

**Student protection and child safety**

All employees, volunteers and visitors in an Anglican School will bear a significant responsibility for student protection. Staff are responsible for creating and maintaining a safe and secure environment where students feel physically and emotionally protected. This involves implementing safety measures, supervising students, and promptly addressing any potential risks or hazards. A teacher in an Anglican School will also be trained to recognise signs of abuse, neglect, or other forms of harm, and they have a legal obligation as a mandatory reporter to report any suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster. Furthermore, staff play a vital role in educating students about personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Key responsibilities include:

* Ensuring a comprehensive understanding of the reporting protocols at The Southport School.
* Creating a safe environment.
* Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteer, visitor and other persons engaging with the students.
* Immediately report concerns and disclosures as a mandatory reporter.
* Educate students about their own personal safety as well as providing guidance to colleagues and other staff members regarding risky behaviours or conduct.
* Please refer to and ensure a comprehensive understanding of all relevant policies, procedures and guidelines.

###### KRA: WORKPLACE HEALTH AND SAFETY

Goals: To ensure a safe and healthy work environment is provided for students, employees and visitors to The Southport School and that all areas in the control of the Facilities Manager are in compliance with the current legislation by:

* Complying with the Workplace Health and Safety Legislation and Regulations.
* Complying with The Southport School Workplace Health and Safety Policy
* Implementing documented basic safety practices.
* Implementing documented basic security practices.
* Implementing hygienic practices through adherence to policy and procedures.
* Preventing hygiene risks and problems through adherence to policy and procedures.

###### KRA: EMPLOYEE RELATIONS

Goals: To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

* Communicating effectively one on one in the workplace.
* Communicating effectively in the workplace.
* Participating effectively as a member of a team.
* Presenting a positive image of the School.
* Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
* Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
* Initiating and driving the business forward by directly representing the School’s ethos and motto.

###### KRA: SELF MANAGEMENT

Goals: To demonstrate the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.

**SKILLS AND EXPERIENCE:**

* A relevant qualification in early childhood education, education, or a related field.
* Demonstrated experience in a leadership or supervisory role, preferably in an OSHC setting.
* Sound knowledge of child development, behaviour management techniques, and child protection practices.
* Familiarity with relevant legislation, regulations, and quality standards governing OSHC services.
* Strong working knowledge of Qikkids.
* Excellent communication, interpersonal, and organisational skills.
* Ability to lead and motivate a team, promote teamwork, and resolve conflicts effectively.
* Strong administrative and time management abilities, including proficiency in documentation and record-keeping.
* First Aid and CPR certification, or willingness to obtain them.
* Working with Children Check or equivalent clearance as required by local regulations.
* Criminal history check – recent (2 months)