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# Dara School

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## Section A: ROLE DESCRIPTION AND EMPLOYEE SPECIFICATION

DETAILS	
<b>Title of Role:</b>	OSHC Director
<b>Classification:</b>	level 2
<b>Tenure:</b>	Part time position Monday to Friday As well as vacation care
<b>Standard Terms and Employment Conditions</b>	Dara Enterprise agreement
<b>Hours:</b>	Evenings 2.30 to 6.15 plus some mornings
<b>Reports to:</b>	Principal and/or Delegate
<b>Induction day:</b>	13 July 2022
<b>Official Commencement date:</b>	25 July 2022
<b>Performance Review</b>	End of term 3

## Section B: ROLE DESCRIPTION

### Position Overview

The OSHC Director is responsible for the overall operation, management, and administration of the OSHC programs. This includes planning and the implementation of developmentally appropriate Out of School Hours Care programs (including Before School Care) and Vacation Care that meet the needs of individual children.

### Key Duties and Responsibilities

The position responsibilities are summarised in the following areas:

#### 3.1 Operations

The OSHC Director is expected to:

- work with the OSHC team and other school staff to ensure the smooth operation of the programs subject to the school's policies and procedures.
- assist with the effective day-to-day organisation of programs through planning and preparation.
- establish an environment which is stimulating, focussed and pleasant and which reflects Dara's values and ethos.
- nurture the whole child's development, respecting the children's individual needs, abilities, and interests.
- create and participate in the implementation of age-appropriate programs and experiences that cater for individual children's needs.
- implement appropriate documentation systems to meet the requirements of 4-year-old and school aged children.
- assist with ensuring that all children's records are kept up to date.
- prepare materials and set up activities.
- assist in packing up and clearing away materials.
- provide parents with written information about the program during school holiday periods.
- supervise activities during the day.

- positively interact with the children and nurture their confidence and self-esteem.
- provide open communication channels with parents and staff.
- attend meetings, special events, activities and professional development as discussed with the principal or delegate and disseminate any information to OSHC staff as required.

### 3.2 Relationships and Customer Service

The OSHC Director is expected to:

- support Dara staff in delivering key educational outcomes.
- positively contribute to Dara School meetings and forums commensurate to the role.
- provide timely and relevant communication to stakeholders, customers and team members as required.
- address feedback or issues promptly and escalate to school leadership if required.

### 3.3 Team and Personal Development

The OSHC Director is expected to:

- actively participate in Performance Management and Development programs.
- positively contribute to the OSHC team meetings and forums.
- organise and attend regular meetings for OSHC.
- mentor new staff.
- maintain a sense of team with high morale.
- recruit educators in consultation with the Business Manager.
- ensure adequate educator ratios at all times and organise rosters.
- develop and implement a comprehensive induction package and process for OSHC staff and volunteers, and keep individual staff records up to date.
- Supervise and support educators, students, and volunteers to meet the requirements of the Education and Care Services National Regulations.
- plan and coordinate staff meetings.
- be familiar with and follow the OSHC Philosophy and Mission Statement, Policies and Procedures, the National Quality Standards, MTOP, HCCS guidelines and legal liability regarding Duty of Care to children.
- ensure ongoing performance development is conducted with staff that includes planning, implementation, review, and evaluation.
- professional development is organised to meet individual staff performance planning and service needs.

### 3.4 Administration

The OSHC Director is expected to:

- utilise relevant Dara School administrative systems, protocols, and procedures to support daily operations including time sheets and invoicing.
- maintain relevant and accurate data as required and as relevant to National Quality Standards. Ensure that NQS principles are adhered to at the highest possible standard.
- review, prepare and develop policies.
- update and complete the Quality Improvement Plan.
- manage staff rosters.
- ensure regulatory requirements are always adhered to.
- support the food safety program for the OSHC.
- respect and maintain confidentiality, regarding the operations of the OSHC, the staff, parents and children at all times.

### 3.5 Finance

The OSHC Director is expected to:

- work with the Dara School Principal and Business Manager to prepare and manage budgets for OSHC programs.
- manage the Child Care Subsidy and OSHC invoicing and payments.
- communicate with payroll and managing and approving staff timesheets.

### 3.6 Premises:

The OSHC Director is expected to:

- ensure the facilities are audited annually.
- assist in cleaning up at the end of each session, sharing responsibility for tidying and wiping tables, washing up paint/glue pots and brushes, sweeping floors, monitoring children's toilet facilities etc.
- ensure premises and facilities are hygienic and in good condition, reporting any hazards or maintenance issues to the Grounds Staff.
- ensure premises are kept secure.
- maintain OSHC resources or facilities in an appropriate condition.

### 3.7 Welfare, Health & Safety (WHS):

The OSHC Director is expected to:

- ensure WH&S Management systems are up to date and followed.
- help ensure staff and students comply with Dara School WH&S Policies.
- report any incidents (involving yourself or others), hazards or near misses to the WH&S Coordinator, so that appropriate remedial action may be taken.
- when preparing for School events that may involve food preparation for the consumption by the public, ensure compliance with "Safe Food Handling Policy" (WHS0028).
- participate in Evacuation Drills as instructed by the Management Team.
- promote a safety-first culture and ensure this is demonstrated at all levels.
- ensure health and safety procedures are in place, adhered to and the Health and Safety in Employment Act are complied with.
- supervise the children ensuring their physical safety, emotional and wellbeing in line with OSHC policies.

### Special Conditions

Some after-hours work may be expected in the fulfilment of the duties as outlined above.

## Section C: Selection Criteria

<b>Essential Qualifications</b>
<ul style="list-style-type: none"><li>• Current: Reporting Abuse and Neglect Training (RRHAN-EC)</li><li>• Current: Working With Children Check (WWCC)</li><li>• Current: Provide First Aid (HTLAID004)</li></ul>
<b>Desirable Educational Qualifications</b>
<ul style="list-style-type: none"><li>• Evidence of training and prior experience in a similar position</li><li>• Knowledge of PC Schools platform</li></ul>
<b>Personal skills, abilities and Aptitude</b>
<ul style="list-style-type: none"><li>• Demonstrated ability to communicate effectively and establish positive working relationships with diverse groups of people including students, staff, and parents / caregivers.</li><li>• A desire to work with children and the school community, while reflecting the mission and values of Dara School.</li><li>• Demonstrated ability to exercise initiative, prioritise workloads and achieve outcomes within an agreed timeline</li><li>• Attention to detail and self-motivation regarding time management.</li><li>• Demonstrated ability to use discretion, confidentiality, flexibility, and personal resourcefulness.</li></ul>
<b>Knowledge</b>
<ul style="list-style-type: none"><li>• As demonstrated through training accomplishments and experience.</li><li>• A basic understanding of the concepts of gifted education would be an advantage.</li><li>• Demonstrated ability in computer skills including the use of Microsoft office suite, desktop publishing and other database software.</li></ul>
<b>Experience</b>
<ul style="list-style-type: none"><li>• Successful experience in working effectively, independently and as part of a team, with children/adolescents in a learning environment.</li></ul>

## Section D: Application process

<b>Each applicant for this role is required to:</b>
<ol style="list-style-type: none"><li>1. <i>Write a covering letter addressing each of the selection criteria / key duties and responsibilities, noting previous experience. The letter must also include a personal vision statement for the position at the school.</i></li><li>2. <i>Submit a recent Curriculum Vitae including the names and contact details of 2 referees.</i></li></ol> <p><i>Applications who do not meet the above requirements will not be considered.</i></p> <p><i>Applications close at 5:00 pm on Friday 17th June 2022 and marked CONFIDENTIAL and emailed to</i></p> <p style="text-align: center;"><a href="mailto:Principal@daraschool.sa.edu.au">Principal@daraschool.sa.edu.au</a></p> <p><i>All applications will be notified within one week of closing date if they are required for interview. It is expected that those short listed for an interview will need to be available on Wednesday 29<sup>th</sup> June.</i></p>