

POSITION DESCRIPTION

POSITION TITLE	Out of School Hours Care (OSHC) Assistant Coordinator		
POSITION OVERVIEW	The OSHC Assistant Coordinator is responsible for supporting the Coordinator in the delivery of a high quality Out of School Hours Care (OSHC) Service.		
CLASSIFICATION	CSE Level 3-4	SERVICE AREA	Children's Services
EMPLOYMENT STATUS	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		HOURS PER WEEK
LOCATION	Various		
IMMEDIATE MANAGER	OSHC Service Manager or Coordinator (as applicable)		
INDUSTRIAL AGREEMENT	Woden Community Service Limited Enterprise Agreement 2024		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Various	NO OF INDIRECT REPORTS	Varies
KEY RELATIONSHIPS			
INTERNAL	OSHC team members, OSHC Service Manager or Coordinator, OSHC Staffing Coordinator, OSHC Manager, Children's Services Director, Inclusion Support Officer, Quality & Compliance Team, Educational Leader, Finance Team, Enrolment Team		
EXTERNAL	Families, Children, Education Directorate staff, community members		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Apply National Principles for Child Safe Organisations, as applicable to the role. ▪ Ensure a high quality Out of School Hours Care (OSHC) service that complies with all regulatory and legislative requirements, to meet the National Quality Standard. ▪ Ensure National Quality Framework approach in developing, delivering and evaluating the educational program aligning with Quality Area1 Educational Program and Practice, and the planning cycle with children's individual documentation of learning. ▪ Provide a supportive and inclusive environment for families, including children with additional needs. ▪ Develop strong partnerships with the school and local community. ▪ Ensure all staff and volunteers are aware of their responsibilities and roles in relation to Mandatory Reporting, Reportable Conduct Scheme, Active Supervision, Emergency Procedures and other policies and procedures. ▪ Assist the coordinator with day-to-day operations, fill in as the coordinator as and when needed. ▪ Assist the Coordinator achieve a high level of employee performance, through coaching, mentoring and providing professional support to all educators. ▪ Act as a responsible person as defined by ACECQA. ▪ Assist with review of Children's Services policies and procedures. ▪ Work with coordinator to maximise service resources within the budget for the benefit of the service. ▪ Drive continuous quality improvement, including for the Assessment and Rating process, using the Quality Improvement Plan and Strategic Inclusion Plan, which are regularly reviewed and updated. ▪ Work collaboratively with other WCS and community services, as needed. ▪ Provide regular communication of service user's feedback and information to the relevant team members. 			

- Contribute to the ongoing evaluation of service delivery by recommending and implementing agreed continuous improvement initiatives.
- Regularly evaluate personal performance and actively seek opportunities to develop professionally and personally. Engage in the ongoing improvement of own knowledge and skills through training and reflective practice.
- Actively participate in staff/team meetings, organisational activities and various community events.
- Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet organisational goals and timeframes.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Perform other duties as directed by the Manager.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Diploma in Early Childhood Education and Care / Completed Certificate IV in Out of School Hours Care/ Education Support/ Youth Work/ Lifestyle & Leisure OR Completed 1 year of any degree or Diploma and 1 year experience working with children over preschool age (or ACECQA approved equivalent). • Extensive skills, knowledge and experience in OSHC, including demonstrated use of the My Time, Our Place framework and the Early Years Learning Framework. • Sound knowledge of the Education and Care Services National Law, Education and Care Services National Regulations. • Ability to contribute to review of Children's Services policies and procedures. • Highly effective interpersonal, leadership and people management skills. • High level of communication skills, both verbal and written. • Demonstrated ability to work effectively and collaboratively in a team. • Reliable, punctual and responsible attitude to work. • Demonstrated understanding of professional boundaries, privacy and confidentiality. • Current first aid certificate in an education and care setting (including asthma and anaphylaxis).
Desirable	<ul style="list-style-type: none"> • Current driver licence and own car.
Other	<ul style="list-style-type: none"> • Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct. • Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History	Original: 2017	Revised: November 2024	Version: V11
Employee's name		Signature	DATE