

## Position Information Document

**Position Title**

OSHC/Vacation Care Director

**Reports to**

Principal

**Remuneration**

Permanent  
ESO Grade 6 – Early Childhood/OSHC stream  
Employment conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced)

**Hours of Work**

37.5 hours per week includes on-the-floor and administrative duties  
48 weeks

**Other conditions**

First Aid Allowance

### BROAD PURPOSE

Work collaboratively with colleagues, families and CESA personnel to facilitate learning and nurture respectful, compassionate people of the world, guided by the belief that all children are successful capable and competent learners.

The OSHC/Vacation Care Director will have the knowledge, skills and demonstrated capacity for the self-directed application required to perform tasks involving independent use of a high degree of technical, or applied theoretical knowledge, and interpersonal skills.

The OSHC/Vacation Care Director is responsible for the daily management and administration of an OSHC service (delegated by the Principal who is the Nominated Supervisor).

The OSHC/Vacation Care Director is required to support and contribute to the Catholic Identity, Mission and Vision of Holy Family Catholic School. The non-teaching staff fulfil a vital role in supporting the successful operations of the School. At Holy Family Catholic School ESO staff are expected to participate fully in the life of the School and to support

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activities, events, and functions. They may be required to assist with allocated tasks at major school events such as sports days, masses and other activities. Non-teaching staff shall attend staff meetings and other meetings as required. They are to be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

## REPORTING RELATIONSHIP

*(to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships in and outside the school)*

- Principal
- CESA Education Adviser: Early Years Compliance

### Working Relationships

- School Leadership
- Teachers and ESOs
- Students and their families
- Relevant outside organisations, professionals from time to time

## KEY RESPONSIBILITIES

Duties include:

### Pedagogical leadership

- Demonstrate and share knowledge of child development and effective approaches to facilitating children's recreation and leisure programs.
- Plan, document, deliver and evaluate children's recreation and leisure programs.
- Oversee and lead other staff to implement a recreation and leisure program based upon recognised School Age Care Framework.
- Work with other staff in observing, supporting and extending children's participation in the program.
- Lead discussion on reflective practice and continuous improvement.
- Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the program.
- Be a professional role model for high quality recreation and care for school age children.
- Build the capacity of all staff by supporting and mentoring others to take on leadership roles in areas of expertise or of potential interest.

### Delivery of quality care and children's programs

Oversee the development, implementation and evaluation of the daily routines and programs ensuring that:

- The safety, security and well-being of the children is protected.

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- All aspects of Education and Care Services National Regulations and National Quality Standards (NQS) are followed.
- Appropriate service policies and procedures are in place and followed.
- The program reflects the multi-cultural diversity of the community.
- Confidentiality is respected and maintained.
- Food of appropriate nutritional value and variety is provided and food preparation and storage and hygiene standards are observed.

### **Staff management and leadership**

- Work collaboratively with other team members in the inclusion, support and care of children.
- In collaboration with the School's Leadership, participate in the process of recruitment and induction of staff.
- Organise daily staff rosters, ensuring at all times adequate child: staff ratios in accordance with the Education and Care Services National Regulations.
- Actively engage staff in decision making, information sharing and reviewing performance to improve the service in response to the unique needs and circumstances of the children, families and community in which the service operates.
- Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the service.
- Build the capacity of all staff by support and mentoring others to take on leadership roles in areas of expertise or of potential interest.
- Maintain clear lines of cooperation and communication with staff.
- Implement developmentally appropriate and inclusive programs for children reflecting the multi-cultural and social nature of the community and in keeping with the National Quality Framework and My Time, Our Place – School Aged Care Framework.
- Participate in professional development activities which strengthen professionalism

### **Financial management and administration**

- Monitor and review the service's annual budget and fee structure in consultation with the school's Business Manager.
- Develop and monitor appropriate financial checks and balance systems.

### **Children**

- Interact with children in a positive, sensitive and respectful manner.
- Implement positive behaviour guidance procedures.
- Work with individual children with particular needs.
- Develop awareness of, and appropriately assist in maintenance of the health and safety of children in care.
- Support the inclusion of children with additional needs, including children with disabilities, children with complex health support needs and children from culturally and linguistically diverse backgrounds.

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## Families

- Form positive relationships and appropriate interactions with children and families.
- Ensure and respond to requests for information about their children's progress.
- Liaise with families and outside agencies.

## General

- Deal with emergencies and hazards, direct other staff accordingly.
- Liaise and consult with school management in relation to events, staffing, child welfare and protection, WHS, curriculum and operational matters on a regular basis.

## Other

- Participate in community events
- Duties as specified by the WHS Coordinator for Emergency Evacuation and Lock in procedures.
- Any other duties as directed by the Principal or his delegate within the scope of the role and duties as a staff member.

In the future, it may be necessary for the Principal to re-allocate the duties of Education Support Officers in the School, in which case you may be required to perform other duties than those specified in this Position Information Document

## PROFESSIONAL RESPONSIBILITIES

- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- A commitment to uphold and contribute to the charism of Holy Family Catholic School.
- Always promote and speak well of Holy Family Catholic School and its staff addressing any personal concerns with the Principal as required.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the School's policies, guidelines, and procedures.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.
- Demonstrate high professional standards and present an appropriate image in line with the School's Staff Dress Code.

## PROFESSIONAL SPECIFICATIONS

- Ability to assist families in a sensitive supportive and professional manner
- Ability to develop and implement positive behaviour management procedures
- Highly developed observation and reporting skills
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work with individual children with particular needs

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- Ability to facilitate the inclusion of children with additional needs, including personal hygiene and feeding requirements
- Ability to oversee planning, development, implementation and evaluation of developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community
- Effective administration and financial management skills
- Effective verbal and written communication skills
- Good keyboard, computer and software package skills
- Good knowledge of relevant state and federal government legal compliance requirements relating to OSHC
- Knowledge of responsibilities under Child Safe Environments compliance
- Sound knowledge of administrative functions of an OSHC service including software programs for administering Child Care Subsidy
- Sound knowledge of Education and Care Services National Regulations
- Sound knowledge of other regulations and compliances relating to OSHC
- Knowledge of the National Quality Standard and framework My Time, Our Place

## CHILD PROTECTION AWARENESS

Holy Family Catholic School assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Holy Family Catholic School is committed to Child Protection and protective practices. This includes responsibility of the School's employees for Child Protection.

*Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care (RRHAN-EC)* training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

## WORKPLACE HEALTH & SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

*Reference: Division 4, Section 27 and 28 WHS Act 2012*

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## SPECIFIC REQUIREMENTS

- Approved ACECQA Diploma level qualification. (List of approved qualifications at: <https://www.cecqa.gov.au/qualifications/nqf-approved>)
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) certificate.
- Current Provide First Aid in an Education and Care Setting (HLTAID012) certificate
- Current acceptable Department of Human Services (DHS) Working With Children Check (WWCC)
- Food Safety training
- Salt learning modules (or equivalent), as issued by Catholic Education SA
- Annual sign off is required for:
  - CESA Code of Conduct
  - CESA Privacy Statement
  - CESA ICT Acceptable Use Guidelines
  - Protective Practices for Staff in their interactions with children and young people.

The Position Information Document is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

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