

Position Information Document

Position Title

OSHC/Vacation Care Assistant Director

Reports to

OSHC/Vacation Care Director

Remuneration

Permanent
ESO Grade 4 – 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

Other conditions

First Aid Allowance

BROAD PURPOSE

Under the moderate direction of the OSHC & Vacation Care Director, the OSHC & Vacation Care Assistant Director is responsible for coordinating the activities of OSHC & Vacation Care staff and programs on a day-to-day basis.

The Educator 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 activities, events, and functions. They may be required to assist with allocated tasks at major school events such as sports days, masses, Spring Fair 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.

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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)

- Director OSHC & Vacation Care

Working Relationships

- School Leadership
- OSHC & Vacation Care staff
- Teachers and ESOs
- Students and their families
- Relevant outside organisations, professionals from time to time

KEY RESPONSIBILITIES

Duties include:

- Coordinate and direct the activities of staff in the implementation and evaluation of developmentally appropriate programs.
- Ensure all necessary equipment, materials and other resources are sourced and prepared in advance (as applicable) and are readily available for planned activities each day.
- Undertake the planning, development, implementation and evaluation of developmentally appropriate programs and activities for children attending OSHC/Vacation Care and supervise staff accordingly to ensure quality delivery is achieved.
- Undertake required administrative functions of the OSHC service including timely administration of the Child Care Benefit and similar forms, with assistance from the Director (or delegate).
- Prepare regular written and verbal information (i.e. excursion information & consent forms, reports, newsletters) about OSHC/Vacation Care activities and service delivery for families and their opportunities for involvement.
- Participate in relevant financial checks and balance systems, as delegated by the Director (or delegate), including fee collection, recording, receipting and follow-up of outstanding fees.
- With guidance from the Director (or delegate), prepare and distribute staff rosters in a timely manner, to ensure they meet child:staff ratio requirements.
- In the absence of the Director (or delegate), be responsible for the day-to-day management of the OSHC/Vacation Care service, including management and compliance with all applicable policies and procedures, the National Quality Standards, and all regulatory and statutory requirements.
- With broad direction from the Director (or delegate), undertake the purchase, provision, preparation and storage of nutritious and appropriate foods, within regulated hygiene standards.
- Coordinate daily operations including work health and safety, program planning and staff induction and training to ensure a safe environment is maintained for children

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and staff.

- Participate in relevant risk management strategies, as delegated by the Principal (or delegate), and analyse, design and implement solutions to ensure compliance and duty of care obligations are met.
- Contribute, through the Director (or delegate), to the development of service policies and procedures.
- Assist in the development of collaborative partnerships between educators, families and support professionals.
- Actively participate in operational, team and performance-related discussions, meetings, and reviews, as required.
- Perform any other reasonable duties as required from time to time by the Principal.

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

- Knowledge of and active commitment to the Catholic ethos.
- Demonstrated experience working in an OSHC and/or Vacation Care service and supervising staff, in a comparable work environment and/or role.
- Demonstrated experience designing, implementing, and evaluating developmentally appropriate programs for children, to facilitate and enhance children's development, demonstrate positive behaviour education practices, and support individual children with particular needs.
- Effective (verbal and written) communication and interpersonal skills to communicate effectively with staff, children, and their parents. This includes providing assistance in a positive, respectful, supportive and professional manner.
- High level organisational and time management skills.
- Sound knowledge and skills of, and experience with, undertaking the required administrative and financial functions of an OSHC/Vacation Care service, including

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familiarity with forms and submission timelines and processes, fee collection processes and other applicable systems and requirements.

- High degree of observation, initiative, and discretion to implement solutions and effectively achieve required work outcomes.
- Computer competency to fulfil the inherent requirements of the role.
- Working knowledge of applicable CESA policies/procedures as well as legislative compliance requirements relating to WHS, Education and Care Services and Child Protection obligations and responsibilities.
- Effective team skills to lead, guide, support and participate.
- Ability to cope effectively and lead (with minimal guidance from the Principal), in an emergency and/or stressful situation.
- 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

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

- An approved qualification for working with children over preschool age in South Australia as listed on the Australian Children's Education & Care Quality Authority (ACECQA) website.
- 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)
- 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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