

POSITION DESCRIPTION

POSITION TITLE	2IC Out of School Hours Care		
POSITION OVERVIEW	Responsible for supporting the co-ordinator to deliver a high quality Out of School Hours Care (OSHC) service.		
CLASSIFICATION	Level 3 - 4	SERVICE LINE AREA	CYFS, Children's Services
EMPLOYMENT TYPE	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input type="checkbox"/> FULL TIME <input checked="" type="checkbox"/> PART TIME	HOURS PER WEEK	23
LOCATION	Various Out of School Hours Care services		
IMMEDIATE MANAGER	Out of School Hours Care Co-ordinator		
INDUSTRIAL AGREEMENT	Woden Community Service Inc. (Early Childhood Education & Care and School Age Care) Enterprise Agreement 2014 – 2017.		

REPORTING RELATIONSHIPS

NO OF DIRECT REPORTS	Various	NO OF INDIRECT REPORTS	Various
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KEY RELATIONSHIPS

INTERNAL	Manager OSHC, Enrolments & Accounts, OSHC educators
EXTERNAL	School children and families and community.

KEY ACCOUNTABILITIES

- Provide a supportive and inclusive environment for children and families, including children with additional needs.
- Build professional relationships with families and children.
- Provide administrative support to the coordinator and meet all regulatory and legislative requirements.
- Support in planning, organising and evaluating the day to day program with co-ordinator, in line with the My Time, Our Place and Early Years Learning frameworks.
- Perform specific tasks including but not limited to supervision of children, running of activities, cleaning, food preparation and others.
- Support co-ordinator to ensure all educators are aware of their responsibilities and roles in relation to Work Health and Safety, Mandatory Reporting, Reportable Conduct Scheme, Emergency Procedures and other policies and procedures.
- Ensure quality delivery of the program in co-ordinator's absence.
- Contribute to the Assessment and Rating process and the Quality Improvement Plan.
- Assist with reviews of policies and procedures.
- Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally.
- Actively participate in staff/team meetings, organisational activities and various school and community events.
- Take responsibility to work in accordance with workplace health and safety guidelines and follow the policies and procedures of the organisation.
- Apply workplace Diversity and Equity principles at all times.

- Models WCS purpose, Code of Conduct, values and behaviours.

EXPERIENCE & QUALIFICATIONS	
Essential	<ul style="list-style-type: none"> Holds or working towards a relevant tertiary qualification. Knowledge of and experience with the National Quality Standard (NQS), particularly the My Time, Our Place & Early Years Learning frameworks. Excellent communication and interpersonal skills, combined with a proactive and hands-on attitude. Demonstrated ability to work effectively and collaboratively in a holistic team. Reliable, punctual and mature attitude to work. Has a thorough understanding of the importance of personal and professional boundaries, ethical behaviour, policies and procedures. Current Working with Vulnerable People card. Has a current Senior First Aid Certificate & Anaphylaxis and Asthma training. Demonstrate commitment to the Purpose and Values of Woden Community Service.
Desirable	<ul style="list-style-type: none"> Experience in staff supervision and performance support.
Other	

Document History	Original: 2008	Revised: 1 August 2016	Version: v3
Employee's signature		DATE	
Manager's signature		DATE	

See next page for [Capability Framework](#) details

CAPABILITY FRAMEWORK	
CORE REQUIREMENTS	BEHAVIOURAL INDICATORS
Sector and organisation purpose and values	An enhanced working knowledge of children's education and care, organisation purpose and values. Applies and encourages the child centred approach, sector and organisation values in own work and other team members.
Leadership and teamwork	Is a skilled team member, acting as a resource for a small work group on a regular basis, providing coaching and feedback. Shares knowledge and information with less experienced team members. Liaises with senior staff to seek support or give feedback on children's progress or specific tasks.
Communication	Able to communicate flexibly in an appropriate manner. Supports others to effectively record and report. Able to resolve conflicts. Deals with non-routine enquiries many issues and when requires assistance refers to a more experienced person as needed.
Customer relationships	Works with children and their family to explore and resolve their practical complex needs, expectations and goals. Uses understanding of relevant service delivery theory and has operational knowledge of supports and services available. Is flexible and suggests alternatives and gathers information to enable effective referral. Undertakes service liaison/communication with Service Users during complex problem resolution. Understands confidentiality and diversity aspects. Understands and assists with building and maintaining relevant relationships.
Personal accountability	Adheres to organisation policies & procedures and all relevant governing legislation and standards. Encourages others. Understands and interprets complicated standards which require variations to procedures. Adopts a professional approach to own accountability and influences others. Supports safe work practices. Recognises responsibility in maintaining own organisation's image and reputation and assists other staff.
Innovation	Meets responsibilities using a resourceful and creative approach. Seeks opportunities to innovate within the context of the role. Solves problems requiring the practical application of theory. Understands why risk mitigation and continuous improvement are important and can convey this to less experienced staff.
Experience and qualifications	Have an aptitude to work with and engage children. Equivalent to Certificate 4/Diploma in relevant studies and equivalent knowledge and experience. Operates at the level of a very skilled team member.

CAPABILITY FRAMEWORK	
FUNCTIONAL REQUIREMENTS	BEHAVIOURAL INDICATORS
Educational program and practice	Has an enhanced working knowledge of a child centred approach to children's learning and contributes to the planning cycle for programming in an engaging and stimulating service. Ensures that every child is included.
Children's health & safety and physical environment	Ensures that each child is adequately supervised at all times. Contributes to full implementation and development of the processes and practices for children's health and safety. Assist in the documentation for planned and spontaneous physical activities. Has knowledge of and is able to discuss progress on child's health, physical activities and eating habits. Understands roles and responsibilities to respond to every child at risk of abuse or neglect.
Staffing Arrangements	Ensures ratio requirements are met at all times. Applies and encourages professional standards and practice, modelling interactions and relationships with children and staff.
Relationships with Children	Demonstrates models and encourages other to show respectful and meaningful relationships with children and their families. Ensures that interactions between children and educators are warm, responsive and trusting so children feel included, confident and secure. Models how each child is supported to acquire skills for life and learning. May ensure each child is encouraged to manage their own and other children's behaviours. Ensures each child's rights and dignity are maintained at all times.
Collaborative partnership with families and communities	Uses a range of positive engaging techniques to maintain supportive relationships with families and relevant community organisations. Responds to enquiries and able to redirect if necessary.
Reporting, documentation and administration	Adheres to administrative requirements, reporting and documentation for each child. Uses relevant communications and technology systems to meet reporting and administrative requirements. Suggests changes to improve documentation, reports and administration. Assists with implementing agreed changes within the work area.