



Position Description	
Position:	Outside School Hours Care (OSHC) Assistant
Campus:	Penbank/Minimbah
Faculty/Department:	Early Childhood Centre
Reports to:	Head of Campus
Key Relationships:	Early Childhood Centre Faculty Members Students Parents
School Overview: <p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses, Minimbah in Frankston South and Penbank in Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
The Woodleigh Staff Member <p>An employee at Woodleigh School:</p> <ul style="list-style-type: none">• Encourages a culture of mutual respect, inquiry, innovation and learning• Places an emphasis on the 5 Elements of the Woodleigh model for Personalised Learning in their professional practice:<ul style="list-style-type: none">o Real world learningo Assessment for learningo Life-long learningo Student agency, coaching and mentoringo Wellbeing and engagement• Communicates effectively with students and families about student learning and progress• Sets high academic achievement expectations• Identifies and supports students' social, emotional, and behavioural learning needs• Facilitates, designs and engages with effective collaboration	

- Provides timely feedback and collaborates with others to offer specialised support

Position Summary:

The Outside School Hours Care Assistant is a qualified member of the Penbank/Minimbah Staff, employed to support the Before and After Care programs at each campus.

Key Responsibilities:

- To respect and uphold the policies of the School and the policies of the Early Childhood Centre
- To provide active, adequate and efficient supervision of the children
- To support the administration and preparation of daily activities
- To share the housekeeping tasks of preparation, hygiene, safety and packing away related to the program, with other staff
- To carry out the tasks which are important for the physical care of the children
- To work cooperatively with all staff to ensure the service operates in a safe work environment and that staff follow safe work practices
- Assist in the smooth running of all aspects of the day-to-day program
- Attend and actively participate in planning, review and debriefing meetings.
- Show initiative in dealing with 'day-to-day' tasks and take responsibility for designated tasks
- Liaise with parents and visitors in a professional manner, referring any problems to the Head of Campus or Director of Early Childhood
- Maintain confidentiality regarding all matters pertaining to student/family matters
- Supervise playground and outdoor learning spaces in conjunction with other staff
- Assist in presenting a safe and inviting outdoor learning area

Selection Criteria:

Experience and Skills:

Must be able to demonstrate:

- An understanding of appropriate behaviours when engaging with children
- Relevant experience working with children in a school or early learning setting
- Strong interpersonal skills.

Education and Qualifications:

- Appropriate Diploma of Early Childhood Education

Personal Qualities:

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- A commitment to the School's co-curricular, experiential and outdoor education programmes
- Ability to work effectively within a team
- The determination to strive for personal best
- A willingness to innovate and encourage the development of creativity
- Ability to model the attributes of a life-long learner

Conditions of Employment:

- A Working With Children's Check is required for this position
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:	
Date prepared:	
Employee Signature:	
Date:	