

Position Description

Position Title	OSHC – Nominated Supervisor/Service Leader
Department	Outside School Hours Care
Reports To	Head of Primary Years and the Approved Provider (QLECS)
Key Reports	Outside School Hours Care team
Overview	<p>The primary purpose of the OSHC – Nominated Supervisor/Service Leader is to lead a team of committed educators to provide a safe, caring, and Christian environment which fosters and supports the learning and personal development of each child. This person is also required to nurture, strengthen, guide and encourage those who work within the service.</p> <p>Reporting to the Head of Primary Years and the Approved Provider (QLECS) the OSHC – Nominated Supervisor/Service Leader is required to oversee, enrich and lead the provision of a quality education program of routines and developmentally appropriate experiences and outcomes according to the National Quality Framework.</p> <p>The Outside School Hours Care team works in partnership with, and shared responsibility between, the College, family, and the child. Mutual trust and respect are created through open, positive communication between educators, families and children.</p>
Key Accountabilities	<ul style="list-style-type: none"> • As a senior member of the Outside School Hours Care team, this role provides leadership and role modelling to achieve high standards of performance, accountability, collaboration, ethics, and integrity; ensure your work is delivered to achieve required outcomes on time and to budget; coach and develop other staff; and demonstrate a strong commitment to a positive workplace culture. <p style="margin-left: 20px;">1. Provide Educational Leadership</p> <ul style="list-style-type: none"> • Coordinate strategic plans for the service and monitor the implementation of those plans. • Demonstrate and share knowledge of child development and effective approaches to facilitate children’s learning through play and recreation. • Arrange the use of the environment (whilst having an awareness of shared space), the equipment, furniture, toys, and consumables, to meet the developmental needs of the children. • Oversee the creation and delivery of a varied program in accordance with My Time Our Place (including incursions and excursions) that offers flexibility, variety, safety, fun and choice for before and after school as well as each Vacation Care period. • Ensure all materials are prepared and maintained, in conjunction with the educators. • Ensure appropriate records are kept current and maintained. • Lead and share information, knowledge and expertise on practice, policy developments, and community changes that may impact the program. • Be a professional role model who inspires others on the team.

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- Lead restorative practices by modelling and professionally developing staff in this philosophy.
2. Delivery of Quality Care and Children’s Programs
- Supervise the development and implementation of the programs and routines as well as leading the reflection/evaluation of such programs.
 - Lead St Peters OSHC’s Continuous Improvement processes including self-assessment against the NQF and critical reflection of service practices.
 - Ensure that educators follow St Peters OSHC Inclusive Practices in relation to children with special needs.
 - Oversee and participate in the development of the QIP monthly.
 - Oversee the development and supervision of rosters to meet child: Educator’s ratio requirements.
 - Oversee weekly purchase, provision, preparation, storage, and any necessary labelling of a variety of nutritious and appropriate foods within regulated and hygiene standards.
3. Collaborative partnerships with Families and Community.
- Ensure families are supported right from the enrolment process.
 - Provide written and verbal information about relevant aspects of service delivery for families and how they can be involved.
 - Lead in developing and implementing effective communications within the community.
 - Be aware of community needs and changes as they occur and how these can and do influence St Peters OSHC.
 - Assist in promoting St Peters OSHC within the community through various avenues which may be available from time to time.
4. Financial Management and Administration
- Oversee the purchase of food and resources within the prescribed budget.
 - Undertake responsibilities relating to Bookings, Accounts, and Monthly income and expenditure statements.
 - Ensure the accurate preparation of Educators’ timesheets for payroll each fortnight.
 - Oversee the management of employee records, workplace compliance, training and development and personal data.
 - Ensure the safe and secure storage and maintenance of materials, resources and equipment through an asset/equipment register.
 - Understand the Childcare Subsidy and manage parent accounts. Experience with Xplor software is advantageous.
 - Ensure relevant Risk Management strategies are written, implemented and adhered to.
5. Reporting, Accountability and Compliance
- Ensure compliance with all National Quality Framework, Government Regulations, Legislation Standards, and requirements at all times,
 - Monitor students’ medication, alternate collection, and incident/accident reports.

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	<ul style="list-style-type: none"> • Lead emergency procedures through drills and practices and ensure the recording of such. • Ensure MSDS register is kept up to date and accurate. • Lead team meetings, record and disseminate minutes of those meetings. • Attend meetings, conferences, and training sessions as appropriate. • To be committed to working within our philosophy and goals • Follow appropriate Behaviour Guidance as outlined in the Educator’s Handbook. • Be responsible for providing a service in accordance with St Peters OSHC and the Approved Provider’s Policies and Procedures. • Remain accountable to QLECS as representative of the approved provider, and in accordance with their policies and procedures.
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>SC1 – An ability to provide inspirational leadership to a team of educators in a Christian context.</p> <p>SC2 – Working knowledge of the Education and Care Services National Law 2010, Regulations 2011 and the National Quality Framework Assessment and Rating System.</p> <p>SC3 - Demonstrated knowledge and experience with Children’s Services operations and programs including children’s developmental stages and their emotional, physical, and other needs.</p> <p>SC4 – Demonstrated high levels of skills in communication and consultation that would indicate the capacity to work effectively with people from all sectors of the children’s services community, including other service leaders, coordinators, College Leadership, government representatives, families, and the wider community.</p> <p>SC5 – Demonstrated knowledge and experience in financial matters and budgeting.</p> <p>SC6 – Demonstrated understanding of relevant employment regulations, acts and industrial awards.</p> <p>SC7 – Knowledge of health, safety, hygiene and first aid principles, including WH&S and risk management.</p> <p>SC8 – Ability to work independently as well as in a team environment.</p>
Terms and Conditions	<p>Classification – Level 6 Salary – \$76,508 - \$85,978 Tenure – Permanent, full time Terms and Conditions – Please refer to the <i>Children’s Services Award</i></p>
Location	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPILLY QLD 4068</p>

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Professional Behaviours	<p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i>, and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at www.stpeters.qld.edu.au

July 2024