TITLE	OSHC Assistant Coordinator
EMPLOYMENT STATUS	Part Time 0.6 FTE recommended - subject to approved roster model
DEPARTMENT	Early Learning Centre / Outside School Hours Care
ENTERPRISE AGREEMENT	Current applicable Launceston Church Grammar School industrial instrument
EA CLASSIFICATION	TBC - subject to formal work-value assessment
REPORTS TO	OSHC Coordinator
REPORTS	OSHC educators when delegated or rostered as shift leader
LOCATION	Junior Campus

Scope of position

The OSHC Assistant Coordinator supports the Coordinator to deliver safe, reliable and engaging Before School Care, After School Care and Vacation Care. The role provides visible shift leadership, supervises children and staff, maintains attendance and safety processes, supports program delivery and administration, and acts as the operational deputy when the Coordinator is absent.

When separately assessed, authorised and rostered, the position holder may be placed in day-to-day charge of the service and act as the responsible person. The role does not inherit unrelated facilities, grounds or general bus-management functions from the legacy Assistant Director position description; its purpose is focused on OSHC leadership, supervision and continuity.

Key Relationships

- OSHC Coordinator and OSHC educators
- Director of Children's Services and Educational Leader
- Early Learning and Junior School staff
- Children, families, carers and authorised nominees
- Health Centre, Facilities, Finance, Enrolments and compliance staff as required

Duties and Responsibilities

SHIFT LEADERSHIP AND SUPERVISION

- Lead assigned shifts and allocate staff to maintain educator-to-child ratios, adequate supervision, continuity and required qualifications.
- Complete opening, closing, environment and safety checks and ensure resources and spaces are ready for children.
- Maintain accurate attendance, headcounts, arrival, handover and authorised-collection processes throughout the session.
- Monitor children's location, wellbeing, interactions and changing risk, intervening early and respectfully where support is required.
- Provide clear briefings and handovers about children's needs, medical plans, incidents, family messages and operational priorities.

PROGRAM IMPLEMENTATION AND CHILD ENGAGEMENT

- Support implementation and evaluation of a varied play and leisure-based program guided by My Time, Our Place.
- Create opportunities for children to make choices, contribute ideas, lead activities, rest and participate at a level appropriate to their age and needs.
- Adapt activities and environments to support inclusion, cultural safety, accessibility and positive peer relationships.
- Record concise program observations, feedback and improvement ideas and contribute to critical reflection with the Coordinator and Educational Leader.
- Support safe excursions, incursions, vacation-care activities and transitions between School, Early Learning and OSHC.

TEAM SUPPORT AND DEPUTY RESPONSIBILITIES

- Model professional conduct and support educators to understand routines, boundaries, safeguarding expectations and children's individual needs.
- Provide practical coaching and feedback during shifts and promptly escalate conduct, performance or safety concerns to the Coordinator.
- Assist with induction of new, relief and casual educators and with maintaining current training and qualification records.
- Act for the Coordinator during approved absences or delegated periods, within documented authority and escalation arrangements.
- Support a respectful and collaborative team culture and reliable handover between shifts.

FAMILY COMMUNICATION AND ADMINISTRATION

- Welcome families and communicate routine program information, achievements, wellbeing observations and collection matters professionally.
- Refer complaints, sensitive matters, incidents and decisions outside delegated authority to the Coordinator.
- Maintain accurate attendance, incident, medication, booking, resource and program records as allocated.
- Assist with preparation of materials, supplies, displays, communications and vacation-care administration.
- Protect privacy and only access, use or disclose information required for the role.

OTHER DUTIES

- Model constructive working relationships and information-sharing across the School.
- Maintain accurate, secure and appropriately confidential records.
- Undertake other duties consistent with the purpose and level of the position, as reasonably directed.
- Comply with applicable legislation, regulatory requirements, professional standards and School policies.

WORKPLACE HEALTH AND SAFETY - WORKER

- Take reasonable care for your own health and safety and for the health and safety of others.
- Comply, so far as reasonably able, with lawful and reasonable health and safety instructions.
- Co-operate with School policies and procedures, including promptly reporting hazards, incidents, injuries and near misses.
- Contribute to risk assessment, emergency preparedness and continuous improvement within the role's area of responsibility.

Key Selection Criteria

QUALIFICATIONS / CERTIFICATIONS

- A relevant Certificate III, Diploma or higher qualification in education and care, school-age care, education, youth work, community services, recreation or a related field is strongly preferred.
- **Working with Vulnerable People Registration** – Department of Consumer, Building and Occupational Services.
- **National Police History Record Check**
- **Driver's Licence** – A current (open) driver's licence
- HLTAID012 – **Provide First Aid in an Education and Care Setting** and HLTAID009 - **Provide CPR**
- Current driver licence; any additional authorisation required to transport children must be obtained before undertaking that duty.

EXPERIENCE

- Demonstrated experience working successfully with school-age children in OSHC, education, recreation or a comparable setting.
- Experience leading a shift, supervising colleagues or coordinating routines is highly regarded.
- Experience supporting children with diverse needs, responding to behaviour and communicating with families.
- Working knowledge of My Time, Our Place and the National Quality Framework, or the capacity to develop this knowledge promptly.

SKILLS AND CAPABILITIES

- Strong situational awareness, supervision, organisation and follow-through.
- Warm and respectful engagement with children, including the ability to set safe, consistent boundaries.
- Clear communication and confidence to give directions or escalate concerns when acting as shift leader.
- Ability to maintain accurate records and use service-management systems.
- Reliability across split shifts, school holidays and changing attendance patterns.

Safeguarding Children and Young People

Launceston Church Grammar School is a ChildSafe School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and Personal Qualities

- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Honest, trustworthy and ethical
- Dependable, patient and responsive
- Well-developed interpersonal and communication skills with the ability to connect with students, parents and colleagues.
- Emotional intelligence and self-control
- Adaptability and resilience
- Collaboration and service orientation
- Attention to detail and accountability to step forward when leadership or action is required
- Commitment to continuous improvement

Our Values

Grammar's values are love, grace, humility, costly service and hope. The OSHC Assistant Coordinator gives these values practical expression in every shift: showing care and dignity to children, responding with patience and fairness, supporting colleagues without self-importance, doing the necessary work even when it is inconvenient, and sustaining a positive belief in each child's capacity to belong, contribute and grow.

Position holder acknowledgement	Date