

TITLE	Outside School Hours Care (OSHC) Coordinator
EMPLOYMENT STATUS	Permanent, 0.8 FTE
HOURS OF WORK	As rostered across After School Care and Vacation Care. Includes opening and closing of After School Care; oversight of Before School Care however is staffed separately.
ENTERPRISE AGREEMENT	Launceston Church Grammar School General Staff Enterprise Agreement
EA CLASSIFICATION	General Staff - Preschool/Childcare Services Grade 5
REPORTS TO	Manager, Early Learning Centre
REPORTS	BCS Supervisor and supports OSHC educators during program operation.
LOCATION	Junior Campus

Scope of position

The Outside School Hours Care (OSHC) Coordinator coordinates the day-to-day operation of After School Care and Vacation Care. The role acts as a Responsible Person during delegated OSHC periods and supports the Manager of Early Learning Centre (ELC) and OSHC, who is the Nominated Supervisor. The Coordinator leads practical implementation of safe supervision, program delivery, educator support, family communication, records, incidents, risk controls and continuous improvement.

The role includes opening and closing responsibilities for After School Care. Before School Care is managed separately and is not part of the ordinary operational scope of this position unless otherwise directed.

Duties and Responsibilities

COORDINATE OSHC OPERATIONS AND PROGRAM DELIVERY (NQS 1 AND NQS 7)

- Coordinate the day-to-day operation of After School Care and Vacation Care, including routines, transitions, arrivals, departures, attendance processes and session close-down.
- Ensure OSHC sessions are appropriately prepared, staffed, resourced and supervised.
- Act as the Responsible Person for OSHC during delegated periods of operation.
- Coordinate Vacation Care planning, including activities, excursions, permissions, staff briefings, resources and risk controls.
- Develop and evaluate programs that are inclusive, developmentally appropriate and responsive to children's interests, strengths, ideas and needs.

PROMOTE CHILD SAFETY, SUPERVISION AND WELLBEING (NQS 2 AND NQS 5)

- Maintain active supervision of children at all times during OSHC operation.
- Deploy educators to maintain safe supervision across indoor, outdoor, transition, meal, arrival, departure, excursion and transport contexts.
- Ensure educator-to-child ratios are maintained and that staff counted in ratios are working directly with children.
- Reinforce child-safe conduct, professional boundaries and appropriate staff interactions.
- Respond promptly to safeguarding concerns, disclosures, peer-on-peer concerns, inappropriate conduct, reportable conduct or suspected abuse.

SUPPORT HEALTH, SAFETY, RISK AND EMERGENCY MANAGEMENT (NQS 2 AND NQS 3)

- Check OSHC environments for safety and suitability before and during use, and report hazards through approved School processes.
- Ensure first aid, emergency, medical, allergy, asthma and anaphylaxis arrangements are understood and followed.

- Respond to illness, injury, trauma, emergencies, missing child, absconding child and uncollected child situations in accordance with School procedures.
- Ensure parents and carers are notified of relevant illness, injury, incident, behaviour or wellbeing concerns.

LEAD EDUCATORS AND WORK WITH FAMILIES (NQS 4 AND NQS 6)

- Supervise and support OSHC educators during program operation, including casual educators and other staff working in the OSHC program.
- Provide practical direction to educators regarding supervision, program delivery, child safety, routines, behaviour guidance, family communication and records.
- Assist the Manager with recruitment, appointment, onboarding, induction, performance feedback and formal performance processes.
- Build respectful and professional relationships with children and families, and communicate appropriately about OSHC routines, bookings, program activities, incidents and wellbeing matters.
- Escalate complex enrolment, fee, complaint, custody, child safety, staffing, conduct or wellbeing matters to the Manager or relevant School function.

SUPPORT COMPLIANCE, RECORDS AND CONTINUOUS IMPROVEMENT (NQS 7)

- Implement OSHC practice consistently with the National Quality Framework, School policies and service procedures.
- Maintain accurate OSHC records in approved School systems, including attendance, permissions, incidents, medical information, program documentation and relevant family communication.
- Support the Manager with quality improvement, compliance review, audit readiness and assessment and rating preparation.
- Contribute to the review and improvement of OSHC routines, procedures and templates where operational experience identifies a need for change.

Key Selection Criteria

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Certificate III or Diploma qualification in children's services or school age education and care is preferred.
- Experience working with children in OSHC, school age care, education and care or a comparable child-focused setting.
- Capacity to coordinate daily program operations, including routines, resources, staffing, attendance and program delivery.
- Capacity to supervise children actively and maintain safe, inclusive and well-organised environments.
- Understanding of child safety, safeguarding, supervision, professional boundaries and appropriate conduct with children.
- Ability to act as a Responsible Person within delegated authority.
- Ability to maintain accurate records and follow approved systems and procedures.

PERSONAL QUALITIES

- Enthusiastic, empathic, resilient and optimistic educator, who shows a commitment to the school values.
- Be a committed life-long learner who is open to feedback and strives to continually improve their practice.
- A high level of organisational ability: is flexible and can prioritise and manage multiple demands in a fast-paced environment
- Demonstrated ability to lead and manage a team.
- Highly developed communication and interpersonal skills which enable positive relationships to be built with managers, peers, staff, parents and students.
- Able to successfully work independently, and collaboratively, as part of a team.
- An understanding and commitment to the School's policies in relation to Child Safety.

COMPLIANCE CERTIFICATIONS

- Current **Working with Vulnerable People Card (WWVP)**
- **National Police Check** or willingness to obtain
- Current **HLTAID012 First Aid qualification in an Education and Care Setting.**
- Current **HLTAIC009 Provide CPR**
- Child Safe Training

Safeguarding Children and Young People

Launceston Church Grammar School takes the safeguarding of children and young people seriously. You must:

- 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

- Honest, trustworthy and ethical.
- High-level interpersonal and communication skills, balanced with a respect for confidentiality.
- Ability to work cooperatively and flexibility within a team.
- Supportive of the Anglican Ethos of Launceston Church Grammar School.
- Warm, caring nature and a sense of humour.
- Reliable, responsible and dependable.