



MAGILL SCHOOL CSE Level 6 (Director)

Job and person specification for out of school hours care (OSHC)

services

POSITION TITLE

Director Level 6.7 – 6.9

Service Capacity: 160 approved child care places

The OSHC Leadership Team is made up of an Assistant Director and Administration Officer.

Starting Salary above award rate

Increases negotiated through 12 monthly performance reviews.

AWARD / AGREEMENT

Children's Services Award 2010

CLASSIFICATION

Children's Services Employee Level 6

POSITION OBJECTIVES

The director is accountable to the Magill School Governing Council for the overall operation, management, and administration of the OSHC service, ensuring that:

- the service meets requirements of the National Quality Framework (NQF) under the Education and Care Services National Law and the Education and Care Services National Regulations
- the philosophy, policies and procedures of the service are upheld, implemented and reviewed regularly to meet relevant requirements
- all relevant legal and statutory requirements are monitored, complied with and implemented
- pedagogical leadership is provided to ensure quality care, recreation and leisure programs for children, and direction, support and continuous learning for staff
- a vibrant, interesting, varied and appropriate children's program is developed and implemented to meet the needs of all children
- the children and families of the OSHC / vacation care community are encouraged to contribute to the quality and success of the service.

JOB SPECIFICATION

All responsibilities and duties must be carried out with regard to and including:

- protection of the health, safety, security and well-being of all stakeholders
- adherence to relevant policies, procedures and statutory requirements
- respect for and inclusion of diversity
- maintenance of confidentiality
- risk management and notification of authorities in the event of an emergency situation affecting children, staff or visitors to the service.

Pedagogical leadership	<ul style="list-style-type: none"> • Demonstrate and share knowledge of child development and effective approaches to facilitating children’s recreation and leisure programs • Plan, document, deliver and evaluate children’s recreation and leisure programs • Oversee and lead other staff to implement a recreation and leisure program based upon a recognised school-age care framework • Work with other staff in observing, supporting and extending children’s participation in the program • Lead discussion on reflective practice and continuous improvement • Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the program • Be a professional role model for high quality recreation and care for school age children • Build the capacity of all staff by supporting and mentoring others to take on leadership roles in areas of expertise or of potential interest.
Delivery of quality care and children’s programs	<ul style="list-style-type: none"> • Supervise the quality, development, implementation and evaluation of the programs and routines • Provide program balance to include flexibility, variety, fun, safety, choices and support for the physical, social and emotional wellbeing of children • Plan for and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs, Aboriginal children and children from culturally and linguistically diverse backgrounds, ensuring the dignity and rights of each child is maintained at all times • Adhere to National Quality Standards • Develop/supervise and monitor rosters to meet child : educator ratio requirements • Supervise purchase, provision, preparation, storage and labelling of a variety of nutritious and appropriate foods within regulated hygiene standards • Ensure the quality of care being offered is in keeping with the values, principles, policies and broad organisational objectives of the school, council, and community.
Staff management and leadership	<ul style="list-style-type: none"> • Manage the recruitment of staff as directed by Magill School Governing Council

	<ul style="list-style-type: none"> • Provide a comprehensive process of induction, performance assessment and development, and training of employees/volunteers/students as required • Provide leadership to staff, volunteers and students on placement • Facilitate regular team meetings to ensure staff have the opportunity for regular consultation and feedback • Develop staff awareness of accountability, legal liability and duty of care to children • Supervise and encourage employees, volunteers and students to develop strong team work skills and create a supportive team environment • Support a culture of continuous learning for all employees of the service, including self.
Partnerships with families and communities	<ul style="list-style-type: none"> • Provide current written and verbal information about the service to families and provide opportunities for them to become involved in the service and contribute to service decisions • Support families in their parenting role and ensure their value and beliefs about child rearing are respected • Collaborate with other organisations and service providers to enhance children’s wellbeing.
Financial management and administration	<ul style="list-style-type: none"> • Prepare, monitor and review the service’s annual budget and fee structure in consultation with the OSHC Advisory Committee and school finance officer • Develop and monitor appropriate financial checks and balance systems • Undertake responsibilities relating to accounts, bookings, billing, financial returns, monthly income and expenditure statements and annual audit statements • Prepare wages and/or relevant data, ensure payslips are provided and all employee financial records are regularly updated • Ensure debt collection, banking, reconciliation and petty cash management is carried out regularly.
General administration functions	<ul style="list-style-type: none"> • Develop and maintain employee records, including financial, workplace compliance, training and development and personal data • Ensure safe and secure storage and maintenance of records, materials, resources and equipment • Provide regular written progress reports to the OSHC advisory committee and governing council which include any concerns, fluctuations in utilisation and staffing and provide information to assist the committee to make decisions • Ensure regular liaison occurs with the principal or their nominee that addresses the day-to-day issues and management of the service • Ensure the State and Australian Government census are completed and submitted • Develop, implement and review relevant risk management strategies as directed by the approved provider

	<ul style="list-style-type: none">• Establish administrative systems to enable the service to meet all requirements
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PERSON SPECIFICATION

Essential minimum requirements (to be addressed in application)

QUALIFICATION

An approved qualification for working with children over preschool age in South Australia as listed on the Australian Children's Education and Care Quality Authority (ACECQA) website.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to facilitate inclusion and meet the individual needs of all children
- Ability to develop and implement positive behaviour guidance practices
- Responsible for the planning, development, implementation and evaluation of appropriate programs for children reflecting the social nature of the community using a recognised learning framework ie, MTOP
- Successful experience interacting with groups of children aged 5-13 years
- Ability to assist families in a sensitive supportive and professional manner
- Ability to cope effectively in an emergency or stressful situation
- Highly developed observation and reporting skills
- Effective administration, business, marketing and financial management skills
- Effective operational, leadership and human resource management skills
- Knowledge of adult learning principles
- Highly developed interpersonal, negotiation, verbal and written communication skills
- Adequate keyboard, computer and software package skills, including software programs for administering childcare benefit (OSHC currently uses Xplor)
- Sound knowledge of administrative functions of an OSHC service
- Effective time management skills
- Knowledge of the responsibilities of the employer and employee under the work, health and safety legislation
- Knowledge of the employer responsibilities under relevant awards/agreements and the National Employment Standards
- Knowledge of relevant state and Australian government legal compliance requirements relating to education and care services
- Knowledge of and commitment to, the principles of equal opportunity
- Knowledge of child protection responsibilities.

SPECIAL CONDITIONS

- A current approved first aid qualification, anaphylaxis management training and emergency asthma management training as listed on the ACECQA website
- Police Clearance – Working With Children Check
- Current *Responding to abuse and neglect – education and care* training
- Attendance at out-of-hours meetings, training and service functions.

ORGANISATIONAL RELATIONSHIPS

The director will be responsible to Magill School Governing Council through the principal or nominated delegate

EXTENT OF AUTHORITY

The director:

- is responsible for the overall day to day management and administration of the service on behalf of the approved provider and exercises decision making authority within that role
- is authorised to spend up to the approved budget for the management of the service without prior consultation with the Finance Committee of Governing Council
- is authorised to sign documents and letters as delegated by the Governing Council / Principal
- is authorised to deal with human resources issues on a day to day basis as negotiated with the Governing Council / Principal
- is approved a delegated variation in staff hours to maintain staff: student ratios when line manager is not contactable.

DECLARATION

I have read the job and person specification for Children’s Services Employee Level 6 and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability

Employee name:

Signature: **Date:** / /22

Witness name:

Position:

Signature: **Date:** / /22