



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

OSHC Coordinator

Reporting to

Deputy Head of Grimwade House

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,200 boys - day students and boarders.

Purpose of the Role

The OSHC Coordinator is responsible for the overall operation of the schools OSHC service, including After School Care, Before School Care and the Holiday Programme at Grimwade House. The OSHC Coordinator is responsible for the daily delivery of After School Care, Before School Care and the Holiday Programme. Families use the service in an ongoing capacity or book in daily, when they require care at the last minute and it is the responsibility of the OSHC Coordinator to ensure that this process is managed professionally and efficiently.

The OSHC Coordinator is responsible for maintaining alignment of the OSHC service with the ACECQA standards and internal policies and procedures of the School and undertakes projects to uplift the quality of the service with the goal of developing areas of excellence according to the National Standards.

The OSHC Coordinator will be required to liaise with all Grimwade Club Staff and the teaching staff of Grimwade House to ensure a high standard of care and communication is maintained regarding individual student needs. The OSHC service caters for all age groups of children, offering a wide range of recreational activities, both indoor and outdoor. Children have the option of participating in structured activities or free play. The staff working in this service provide positive role models with whom children and parents can form strong, affirming relationships.

The Before School Care program operates from Monday to Friday during term weeks from 7.00am until 8.15am. The After School Care program operates from Monday to Friday during term weeks from 3.00pm to 6.30pm. Additional holiday programs operate from 8.00am to 5.00pm.

Key Relationships/Contacts

Head of Grimwade House	Deputy Head of Grimwade House
Grimwade Club Coordinator	Risk Manager
Grimwade Club Staff	Grimwade House Teaching Staff
OSHC staff and assistants	Students
OSHC Assistants	Parents

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Program Coordination

- Oversee the development and management of quality out of school hours care programmes including responding to the developmental needs, interests and well-being of students including writing entries into the reflection journal, writing child observations and child profile maps.
- Plan, prepare and implement a daily morning and afternoon programme with varied activities that meet the needs and abilities of the students.
- Ensure morning/afternoon teas are prepared and purchase necessary items, as required and within compliance guidelines
- Ensure that the staff/student ratio complies with requirements
- Create and coordinate an exciting Holiday Programme for students during the term holidays, as required.
- Develop and manage specified resources required to facilitate and support the Out of School Hours programme and Holiday program



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- Expand early years knowledge, keep abreast of current issues and research and liaise with relevant early childhood services, other professional services and organisations within the community
- Provide quality customer service to parents and the broader School community
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Review the finances and implementation of Xpolr to ensure the service is financially viable and compliant.
- Liaise effectively with parents, staff and students to ensure the smooth running of the programme

Staffing & Leadership

- Coordinate and manage the rostering of staff and liaise with the Human Resources Department regarding staffing needs
- Encourage and support staff involved in the programme to contribute to the planning and implementation of the developmentally appropriate programmes
- Provide leadership, while working as a member of a cooperative team in order to manage OSHC
- Contribute to the unified team approach that is expected from all staff members
- Evaluate the performance of staff members and ensure individual development plans are in place to support performance improvement.
- Undertake school-related duties such as staff meetings, parent-teacher meetings, events, excursions and the like
- Provide First Aid at School events as required.
- Any other duties that may be assigned by the Head of Grimwade House

Compliance, Reporting & Administration

- Maintain a safe environment so as to minimise risk to students, staff and parents including the following:
 - Ensure that standards of behaviour amongst students and staff are understood and followed
 - Ensure strict hygiene and sun smart practices are adhered to by staff and students
 - Ensure rooms are clean and well presented
 - Ensure students are signed out by parents when collected
- Undertake all requirements of the Children's Services Regulations 1998 and the Children's Services Act 1996 associated with the care and education of children, and act as a nominee in the absence of the licensee or primary nominee.
- Develop an in-depth understanding of National Quality Framework (NQF) standards and act as an adviser to the Deputy Head Grimwade, Risk Manager, and senior OSHC staff on complying with the standards.
- Work with the Head of Grimwade and Deputy Head of Grimwade to create and update OSHC policies and procedures.
- Liaison with other OSHC staff to ensure processes and procedures and systems are up-to-date and effectively implemented. The role will require regular reporting to key stakeholders including the OSHC Governance Committee, the Grimwade Executive, the Whole School Executive, ACECQA auditors and the School's Risk Manager.
- Provide administrative support and Coordination for the OSHC Governance committee.
- Develop project plans to deliver actions emanating from the OSHC Governance Committee and the Department of Education. Coordinate projects to ensure smooth execution.
- Identify potential project risks or issues and work with the Risk Manager to develop mitigation strategies. Report injuries/hazards immediately to the Deputy Head, Grimwade House for corrective action
- Ensure awareness and understanding of Melbourne Grammar School's policies and standards of confidentiality
- Support the implementation on a range of projects are identified that are designed to maintain alignment of the OSHC service with the ACECQA standards and internal policies and procedures of the School.

Key Selection Criteria

- Demonstrate, reflect and promote the School's vision and values
- Possess a Diploma of Early Childhood Education or Diploma our School Age Education and Care - recognised under the Children's Services Centre Regulations 1998, or a combination of a minimum of a 2-year qualification (early childhood) and experience in Out of School Hours Care



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- Possess an appropriate first aid training certificate, which complies with the requirements of the Children's Services Regulations 1998, including Level 2 First Aid qualifications, CPR and anaphylaxis management training
- Must hold, or be willing to obtain, a Working with Children Check or registration with the Victorian Institute of Teaching.
- Have at least three years' experience working as an educator in an education and care service, children's service or a school
- Demonstrate a proven capacity to deliver quality Out of School Hours Care programmes and promote best practice
- Experience managing a team
- Demonstrate significant experience in the development, implementation and evaluation of programmes that support the movement of children between indoor and outdoor environments
- Display a high level of communication and interpersonal skills when relating to children, parents, work colleagues and other professionals
- Demonstrate an ability to work as part of, and contribute to, a committed team of educators
- Demonstrate commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge
- Demonstrate a willingness to participate in educational change

Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.