



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

OSHC Program Lead

Reporting to

OSHC Coordinator

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

Melbourne Grammar School has an excellent and well-established Out of School Hours Care (OSHC) programme at Grimwade House, catering for children from Prep to Year 6. The School provides before and after school care, as well as holiday programmes, to its families. Attendance averages around 60 children per day

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

Purpose of the Role

Melbourne Grammar School's Out of School Hours Care (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 OSHC Program Lead is responsible for the design and implementation of daily programs for the OSHC program that meet the development needs, interests and well-being of the students whilst ensuring that the service meets the requirements of regulatory bodies such as ACECQA. The OSHC Program Lead will be required to liaise with OSHC Staff, Grimwade Club Staff and the teaching staff of Grimwade House, in order to ensure the service is delivering a high standard of program and communication is maintained regarding individual student needs.

Key Internal Contacts

Head of Grimwade House	Deputy Head of Grimwade House
Grimwade Club Coordinator	OSHC Coordinator
Grimwade Club Staff	OSHC staff
Parents	Students

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.

- Develop and manage quality Out of School Hours programmes, responding to the developmental needs, interests and well-being of students, based on best practice
- Collaborate with educators and provide curriculum direction and guidance
- Support educators to effectively implement the cycle of planning to enhance programs and practices
- Lead the development and implementation of an effective educational program in the service
- Ensure children's learning and development are guided by the learning outcomes of the Early Years Learning Framework and/or the Framework for School Age Care or other approved learning frameworks.



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- Develop and manage specified resources required to facilitate and support the Out of School Hours programme
- Provide leadership, while working as a member of a cooperative team in order to support OSHC
- Encourage and support staff involved in the programme to contribute to the planning and implementation of the developmentally appropriate programmes
- Liaise effectively with parents, staff and students to ensure the smooth running of the programme and activities.
- Provide quality customer service to parents and the broader School community
- Demonstrate, reflect and promote the School vision and values
- 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
- Develop resources and activities that relate to the needs of the children attending the service.
- Present the program to the students each week and display the program in the Entrance to the service.
- Ensure staff are completing observations of the activities as required.
- Complete and manage the reflection journal.
- Update the Quality Improvement Plan with continuous updates
- Maintain a safe environment so as to minimise risk to students, staff and parents Ensure rooms are clean and well presented
- Ensure the safe supervision of children with regards to duty of care
- Report injuries/hazards immediately to the Out of School Hours Coordinator for corrective action
- Contribute to the unified team approach that is expected from all staff members
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Participate regularly in professional development
- Other duties, as appropriate to the position.

Key Selection Criteria

- Demonstrate, reflect and promote the School's vision and values
- Possess a Diploma of Early Childhood Education or Diploma of 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
- 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
- Experience managing a team of energetic staff members
- Demonstrate significant experience in the development, implementation and evaluation of programmes that support the movement of children between indoor and outdoor environments
- 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
- Display a high level of communication and interpersonal skills when relating to children, parents, work colleagues and other professionals
- Demonstrate a willingness to participate in educational change



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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.