

HEAD OF OSHC SERVICES & DIRECTOR OF OSHC

Reporting to: Principal St John's Campus

Location: Concordia College,
St John's Campus, 20 Highgate Street
Highgate

Classification: As determined by the
College within the current *Educational
Services (Schools) General Staff Award
2020*

Tenure: Ongoing

Time Allowance: 1.0 FTE

Role Description

The Head of OSHC Services and Director of OSHC provides support and assistance to Co-educators within College's OSHC. This support will include working closely with individual and small groups of children on pre-prepared and structured programs.

The role maintains a steadfast commitment to the safety and wellbeing of all children and young people, with a specific focus on child protection and spiritual, social, academic and physical development.

Essential Requirements

- a commitment to the faith life of the College and its Lutheran identity
- qualifications and experience commensurate with the role
- completed Working with Children Check and Responding to Risks of Harm, Abuse & Neglect training
- Provide First Aid in Education & Care setting accreditation

Selection Criteria

Capabilities	<ul style="list-style-type: none"> • provide visionary leadership and strategic direction to the OSHC program of both campuses • develop and implement policies, procedures, and guidelines to ensure program excellence • foster a positive and inclusive program culture that prioritises the well-being and development of children • support recruitment, training, supervision, and support OSHC staff members • support in any performance evaluations and provide feedback for professional growth • oversee the development and implementation of a diverse and engaging curriculum • support the coordination of programming activities, inclusion support, and recreational programs • ensure educational and recreational activities align with the College mission and values • maintain a safe and secure environment for children, staff, and visitors • ensure the OSHC is staffed appropriately and falls within budgeted wages and staff-to-student ratios • work in collaboration with the Directors, Assistant Directors and Educational Leaders to build a sense of team amongst Educators • maintain and ensure that the licensing, statutory and quality assurance issues are complied with • customer service experience • work as part of a cross-campus team
Competencies	<ul style="list-style-type: none"> • collaboration • effective prioritisation • meet deadlines for projects and activities by effective liaison and coordination with stakeholders and suppliers • completes tasks in a timely fashion and to a high standard • ability to multi-task
Personal Qualities	<ul style="list-style-type: none"> • excellent interpersonal skills • supportive • helpful • reliable, punctual • able to work in a self-initiated and self-directed manner • highly developed formal and informal communication skills • organised, pro-active shows initiative • flexibility in tasks • independent and group focused • mentors and shares knowledge with colleagues