



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Outside School Hours Care Program Supervisor			
<b>POSITION NO:</b>		702323	<b>CLASSIFICATION:</b>		Band 5
<b>DIVISION:</b>		Community Wellbeing			
<b>BRANCH:</b>		Family, Youth and Children’s Services			
<b>UNIT:</b>		Outside School Hours Care			
<b>REPORTS TO:</b>		Team Leader Outside School Hours Care			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	Yes

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

- To enable and lead educators to provide high quality programs that are responsive to the needs of children and families in accordance with the National Quality Framework.
- To ensure the effective delivery of a high quality Outside School Hours Care program, which reflects the My Time, Our Place Framework for School Aged Care and the National Regulations.
- To effectively partner with the Team Leader, Outside School Hours Care to undertake the day to day operational responsibilities of the centre, as well as the Children's Services Leadership team to achieve broader strategic outcomes for the branch, unit and centre.

## **ORGANISATIONAL CONTEXT**

- The Family, Youth and Children's Services Branch forms part of the Community Wellbeing Division. The Children's Services Unit contributes directly to the achievement of Branch and organisational goals.
- As a member of the Children's Services Unit the incumbent is required to pursue Branch and Divisional goals through effective team work within the Branch and the Unit, and with colleagues in other branches and divisions. This is achieved by developing sound working relationships with a range of internal and external parties.

## **ORGANISATIONAL RELATIONSHIPS:**

**Position reports to:** Team Leader Outside School Hours Care

**Position Supervises:** After School Care & Vacation Care Educators

Team Leader Outside School Hours  
Children's Services Unit  
**Internal Relationships:** Family Services Unit  
Finance Department  
Youth and Middle Years Services  
Children enrolled in the service and their families.  
Business Operations Unit

Primary Schools - Relevant School Educators  
Local Services  
**External Relationships:** Inclusion Support Services  
Department of Education (DOE - Federal)  
Department of Education and Training (DET- State)  
Community Child Care  
Relevant Community Organisations in relation to planning of activities

## **KEY RESPONSIBILITIES AND DUTIES:**

### **Operational**

- Ensure the centre is compliant with all aspects of the Education & Care Services National Law and National Regulations; the National Quality Framework; Occupational, Health and Safety Regulations; and Yarra Council and centre specific policies by supporting educators to embed compliance in daily practice.
- Support the development of a team approach to maintaining a safe, hygienic and aesthetically pleasing environment for staff, children and families.
- Organising staff and family meetings, ordering and purchasing of equipment, budget monitoring and reporting to Outside School Hours Team Leader.
- Administer the Child Care Management System in accordance with Family Assistance Law.
- Lead and mentor Educators and staff in the consistent, accurate and timely completion of all Centre records in relation to the day to day functioning of the centre, including but not limited to: individual program plans and records, accident, illness, medication and attendance records, as well as records and authorisations for excursions.
- Ensure the programs reflect the diversity of the local community and families of the service.
- Promote and maintain food safety and hygiene practices in line with organisational

- policies and procedures and relevant statutory requirements;
- Liaise with the Victorian Inclusion Agency to maintain Inclusion Support Plans and apply for funding to support children with additional needs to access the service.
- Manage and report any incidents to the OSHC Team Leader including compiling any necessary documentation.
- Liaise with the Customer and Business Support Unit regarding fees.
- Maintain accurate records of petty cash expenditure within budget parameters for the program and provide written records to the Team Leader OSHC as required.
- Administer the program within approved budget at all times.
- Attend fortnightly supervisor meetings and other relevant meetings as required or directed by Team Leader OSHC.

### **Leadership and supervision**

- Actively guide and lead the implementation of a high quality curriculum that acknowledges the contexts and cultures of the centre's children and families and reflects the National Quality Framework.
- Lead the curriculum at the service to ensure the My Time, Our Place Framework for School Aged Care is reflected in the educators programs.
- Develop and maintain the service Quality Improvement Plan.
- Facilitate opportunities for educators to participate in reflective practice promoting the ongoing cycle of planning, documentation and evaluation.
- Support the development of professional practice informed by research and encourage innovation.
- Assist the Team Leader, Outside School Hours Care to induct staff and support their integration into the service.
- Ensure adequate educator to child ratios are maintained following Education and Care Act and Regulations and National Quality Standards indicators at all times.
- Assist in the training and induction of new educators in consultation with the Team Leader OSHC, and in accordance with organisational policies and procedures.
- Assist and implement the performance planning and review of educators in line with organisational policies and procedures.
- Organise, agenda, attend, contribute to and minute fortnightly educator planning meetings.

### **Relationships**

- Encourage and support educators to work in partnership with families, including acknowledging the strengths and diversity of families.
- Support educators in their daily communication with families in relation to concerns regarding the development, behaviour and/or wellbeing of the child/ren in the centre.
- Continuously liaise with the Team Leader, Outside School Hours Care with regard to challenges/issues involving staff, families, children and the school that impact on the day to day operation of the centre and partner with them to facilitate effective resolution of matters.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The position is accountable to the Team Leader, Outside School Hours Care and makes independent decisions in the context of key responsibility areas as outlined.

- As part of the Children's Services Leadership team, the position has responsibility to inform the development, implementation and evaluation of the curriculum in line with the National Quality Framework.
- The incumbent is required to consult with and report regularly to the Team Leader OSHC to ensure the achievements of key performance indicators, program objectives and targets.
- This role will supervise the OSHC team and provide advice and support to the employees.

### ***Safety & Risk***

- Role model a safety and risk management culture, minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

### ***Sustainability***

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

### ***Yarra Values***

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect
  - Courage
  - Integrity

**JUDGEMENT AND DECISION MAKING**

- Assess and enact the appropriate policy, procedural and reporting protocols in any urgent or emergency situation in the centre.
- Decision making within the context of the National Quality Framework and Education and Care Regulations and Law Act using professional knowledge and experience to provide appropriate advice and guidance to educators, families and children.
- Act as the certified supervisor of the centre and ensure compliance with all relevant regulations.
- Guidance and advice is usually available within time to make a choice.

**SPECIALIST SKILLS AND KNOWLEDGE:**

- Proven ability to design, develop and implement an innovative curriculum relevant to the needs of children attending the centre.
- Thorough knowledge of curriculum development and the ability to link theoretical understanding to practice.
- Knowledge of other relevant community services available for the support and care of children and their families.
- Knowledge and understanding of the Education and Care Services National Law Act 2010, The Education and Care Services National Regulations (2011), the National Quality Framework (NQF); and the Children's Services Act 1996 and Regulations 2009 (as applicable to the service type).
- Understanding of long term unit goals and appreciation of wider organisational goals.
- Flexible approach to work practices.
- Sensitivity to differing parenting and cultural practices.
- Demonstrated capacity to build positive partnerships with families to support understanding of their child/ren and the educational program.

**MANAGEMENT SKILLS:**

- Time management skills including setting priorities and planning and organising work.
- The ability to achieve specific and set objectives in the most efficient way possible with the resources available.
- Demonstrated understanding of positive management and leadership practices, including but not limited to the implementation of policies and procedures such as EEO, OHS and, staff training and development.
- Capacity to contribute to the effective functioning of a team of staff with varied skill levels.
- Ability to give positive guidance and direction to staff with varied skill levels.

**INTERPERSONAL SKILLS:**

- Ability to use solution focussed approaches when interacting with families, staff and community.
- The ability to write reports in their field of expertise and/or to prepare external correspondence.
- Demonstrated strong and effective written communication skills. Ability to communicate positively and effectively with children in a range of age groups and with adults.
- Ability to gain cooperation and assistance from families, other employees and members of the public within areas of responsibility.

**QUALIFICATIONS AND EXPERIENCE:**

- An approved School Age Care qualification, including:
  - Degree in Education (Early Years, Primary or Secondary); Youth or Recreation.
  - Diploma in Early Childhood Education or Youth
  - Any other ACEQA approved qualification to work with School Aged Care (minimum diploma level)
- Applicable relevant experience in the delivery of Outside School Hours Care services.
- Demonstrated competency in the use of a computer and relevant software, including but not limited to, Microsoft Office programs: Word, Outlook & Excel.
- Current Level 2 First Aid Certificate; Certificate in the Management of Asthma; and Certificate in the Management of Anaphylaxis.
- Current and valid Working with Children Check.

**Desirable**

- Xplor Knowledge
- Understanding of the Child Care Management System

**KEY SELECTION CRITERIA:**

1. Demonstrated ability to develop and implement innovative and quality programs that are relevant to the needs of children, families and the community. (Based on knowledge of: the My Time, Our Place Framework for School Aged Care; Education and Care Services National Regulations, Act and National Quality Framework and standards).
2. Demonstrated leadership skills providing a productive, safe and professional work environment for self and all team members in which to learn and develop.
3. Proven ability to communicate effectively across all levels of children's services and with both internal and external stakeholders
4. Proven understanding of and commitment to meeting the needs of children and families with complex needs.
5. Demonstrated problem solving and time management skills with a high level of competency with both administrative tasks and the use of computers.