Position Description

Title:	Service Leader, Outside School Hours Care
Business unit:	Early Learning
Location:	As per employment agreement
Employment type:	As per employment agreement
Reports to:	As per employment agreement

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The essential role of the Outside School Hours Care (OSHC) Service Leader is to be in charge of, and responsible for, the effective and efficient operation and daily delivery of the OSHC program as required. The OSHC program operates from Monday to Friday during term weeks and where applicable, school holiday programs operate during school breaks. The program caters for primary school aged children, offering a wide range of activities focussed on children's sense of physical and emotional wellbeing, both indoor and outdoor. Children are provided with a range of learning experiences, including planned activities and self-selected play. Families use the service in an ongoing capacity or book in daily.

Being the Nominated Supervisor of the service, you also oversee the standard operations of the service ensuring the provision of high-quality early childhood education and care to children participating in the program. This may involve both operational management and time spent as part of the ratioed team working directly with children as required.

2. Scope

Budget:

- TBC.

People:

- Outside School Hours Care Educator(s).

3. Relationships

Internal

- OSHC Director / Early Learning Program Managers
- Early Learning Senior Managers
- Early Learning Teachers and Educators
- Early Learning administration team
- Finance, ICT and P&C team(s) as required
- Other Uniting employees as required.

External

- Children
- Families
- School Principal and staff
- Department of Education
- Australian Children's Education and Care Quality Authority (ACECQA)
- Other community service organisations as required
- Other service providers as required.

4. Key responsibility areas

Educational program and practice:

- Implement the service statement of philosophy that guides the pedagogy and practice of all Educators / the teaching team.
- Deliver programs in alignment with My Time Our Place (MTOP) and the Early Years Learning Framework V2.0 (EYLF).
- Uphold the 5 learning outcomes of MTOP and EYLF:
  - Children have a strong sense of identity.
  - Children are connected with and contribute to their world.
  - Children have a strong sense of wellbeing.
  - Children are confident and involved learners.
  - Children are effective communicators.
- Lead the development and implementation of an OSHC program.
- Evaluate the program regularly and make appropriate modifications and recommendations to meet the individual needs of the children.
- Mentor, support, guide and supervise educators in the Implementation of the learning program for children.
- Ensure the service offers a play-based learning environment and develops learning programs responsive to children's ideas, strengths, and abilities.
- Develop and implement flexible routines and use these as learning opportunities.
- Develop and implement a nutritionally balanced menu.
- Implement inclusive practice and lead an environment which reflects the diversity of the children and families.

- Demonstrate a growth mindset by responding positively to developments in contemporary early childhood pedagogy and practice.
- Ensure a regular school Newsletter update is provided to the school Principal / office administration staff.
- Identify areas for educator upskilling relevant to the skills and capabilities of your team.

Children's health and safety:

- Support each child's health needs.
- Ensure that children are always safe and adequately supervised.
- Ensure potential supervision risks are mitigated and documented.
- Protect and uphold the rights and dignity of children attending the service.
- Ensure a safe and stimulating environment where all staff and children are protected from hazards and harm.
- Demonstrate practices that support the inclusion of all children, including children from diverse backgrounds and children with additional needs.
- Ensure a high standard of hygiene is maintained in compliance with Uniting's policies and procedures.
- Ensure food prepared for OSHC on a daily basis is appropriate for all children, including those with specific dietary and allergy requirements and is served appropriately, according to the Food Handling and Health and Nutrition Polices.
- Administer First Aid and medication in compliance with the service's policies and procedures.
- Keep accurate and detailed records of injury / accident / trauma and medication.
- Be familiar with all the service's health and safety policies.
- Support children's safety, wellbeing and comfort in sleep, rest, and relaxation.
- Ensure all staff are aware of the Child Safe Standards and how they are demonstrated.
- Adhere to the service's Child Protection Policy:
    - Inform the Program Manager of any allegations or convictions of a child protection nature, of which you become aware, against any other employees.
    - Act as a mandatory reporter which requires reporting to the appropriate authority where there are reasonable grounds to suspect that a child is at risk of significant harm.

Physical environment:

- Develop an environment for children which fosters curiosity, exploration, and problem solving.
- Create programs that demonstrate respect for indoor and outdoor learning environments.
- Ensure resources are fit for use and sufficient in supply.
- Lead and work alongside other educators and children, in maintaining the aesthetics of the environment.
- Maintain a clean and safe work environment.
- Conduct scheduled workplace inspections and risk assessments (e.g. opening or closing checklist, resources and equipment cleaning checklist, safe building checks).
- Ensure environmental sustainability practices are embedded in the learning program.
- Support children to become environmentally responsible.
- Contribute to shared duties relating to cleaning.

Staffing arrangements:

- Effectively lead and support the team of Educators.
- Ensure Educators rostered on to work meet the minimum qualification requirements.
- Monitor and support the practice of all Educators to ensure they are in accordance with the Education and Care Services National Law Act and Regulations, the National Quality Framework and reflect the philosophy, policies, and procedures of the service.
- Attend and lead staff, educator and network meetings and professional development opportunities as appropriate or as directed by the Program Manager or Senior Manager.

- Work cooperatively, ethically, and respectfully with Educators and other Uniting staff (including the Management team) to deliver high quality services for children and families.
- As appropriate delegate tasks to and monitor performance of Educators, students and volunteers.
- Lead the team in leading practices and effective process governance.
- Provide support, guidance and coaching to the team including feedback through performance reviews
- Develop ethical channels of communication, based on mutual respect, equity, and fairness
- Undertake regular supervision and performance review with line manager, proving feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful, and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Relationships with children:

- Ensure each child has a sense of belonging, being and becoming in the program.
- Always maintain respectful, equitable and genuine relationships with children.
- Respect each child as competent and capable learners.
- Support each child to regulate their emotions in age-appropriate ways, offering guidance for children in times of dis-regulation.
- Apply a wide range of teaching strategies to support the guidance of children's behaviour and emotional regulation.
- Respect each child's similarities, differences, cultures, and diversity.
- Maintain the rights and dignity of each child.
- Respond to the emotional, social and wellbeing needs of each child.
- Form positive, trusting, comforting and nurturing relationships with children.
- Assist in maintaining up-to-date child records.

Collaborative partnerships with families and communities:

- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Consult with families regarding their child's learning and development.
- Ensure effective induction and orientation processes for new families, children and educators, including workplace students and volunteers.
- Share information with families relating to their child and the daily activities of the service.
- Contribute to the establishment and maintenance of links with local networks and community, resource agencies, local foundation programs/schools and other relevant organisations.
- Create a safe and supportive environment for families.
- Adhere to the service's Privacy and Confidentiality Policy on children, families, and educators.
- Encourage families to contribute to the service.
- Advocate for high quality services for children in our community.
- Welcome, support and assist students on placement and volunteers engaged with the service.

Governance and leadership:

- Assist with administrative duties as requested.
- Ensure the OSHC Director / Program Manager is informed of any issue or concern which would impact the children, service approval or rating, regulatory and legal compliance, or the smooth running of the service.
- Advocate for children and their families.
- Actively contribute and provide leadership regarding the service's Quality Improvement Plan and assist in implementing this.
- Positively promote and market the service to families and the community.
- Schedule and attend team and other meetings as requested.
- Team members will be offered professional development opportunities throughout the year and are encouraged to attend to maintain requirements and qualifications.

- Provide the relevant orientation and induction for all new educators to join the OSHC team to clearly inform them of the requirements and other procedural aspects of the day-to-day provision of the program.
- Attend parent information evenings as required (school-based).
- Assist with the completion of administrative tasks in a timely manner including the completion of enrolment and medical records.
- Monitor daily attendance rolls for OSHC making alterations as required.
- Enter daily attendances in accordance with computer software procedures (XAP).
- Undertake other duties, which from time to time may reasonably be required under the scope of the OSHC Service Leader role.

Legal requirements and risk management:

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety).
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability:

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and / or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation.

5. Performance indicators

- To be established and documented through conversation with Program Manager.

6. Person specification

Qualifications

- ACECQA approved qualification with the exception of Tasmania where a qualification is not required (applicants without an ACECQA approved qualification must enrol into an approved course within the first three months of employment).
- Current First Aid, CPR, Anaphylaxis and Asthma Certificates * (if not current this is to be obtained within the first 3 months of employment).
- Current Employee Working with Children Check / Working with Vulnerable Persons Check *
  **Must be applicable for the State in which the service operates.*
- Current completion of National Child Safety *"Foundations of Child Safety"* training (via GECCKO) including ongoing renewal requirements.
- Current completion of Child Protection Training - Victoria *"Mandatory Reporting and Other Obligations for Early Childhood"* (via EC Protect) including ongoing renewal requirements (Victorian-based employees only).

Requirements

- Leadership experience in early childhood or related sector.
- Ability to gain approval as a Nominated Supervisor.
- Be available to open and close the service if required, and be available for split shifts.
- Demonstrated ability to manage, lead and support staff with a team orientation.
- Demonstrated outstanding communication skills.
- Demonstrated experience and skills in conflict resolution and negotiation.
- Ability to identify areas for improvement, formulate solutions and lead and manage change.
- Knowledge and experience in appropriate food handling practices.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Child protection:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Communication:** strong and clear communication skills with the ability to build positive professional relationships with families, educators and other professionals; excellent interpersonal skills; high level written and verbal communication skills.
- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment.
- **Quality assurance:** ability to support the development and implementation of a developmentally appropriate educational program for children; committed to continuing individual learning and development and improvement of inter-professional practice; ability to operate in an inclusive and supportive learning environment.
- **Problem solving:** demonstrates creativity and innovation; can be flexible and resilient and quickly adapt to the work environment; be aware of, and working with, the different strengths of each child; have developed skills in engaging children and families in a number of ways.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee
Name:	
Signature:	
Date:	