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|--|---|-------------------------------|-----------------------|
| <b>POSITION TITLE</b>  | Out of School Hours Care (OSHC) Assistant Coordinator   |                               |                       |
| <b>POSITION OVERVIEW</b>   | The position supports the Coordinator in managing the OSHC service, contributing to the delivery of high-quality care and fostering strong relationships with children, families, and the school community. The position also assists in overseeing multiple groups of children and supports the implementation of child-safe practices and continuous improvement initiatives. |                               |                       |
| <b>CLASSIFICATION</b>  | CSE Level 3-4   | <b>SERVICE AREA</b>           | Children's Services   |
| <b>EMPLOYMENT STATUS</b>   | <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual   |                               | <b>HOURS PER WEEK</b> |
| <b>LOCATION</b>  | Various   |                               |                       |
| <b>IMMEDIATE MANAGER</b>   | OSHC Service Manager or Coordinator (as applicable)   |                               |                       |
| <b>INDUSTRIAL AGREEMENT</b>  | Woden Community Service Limited Enterprise Agreement 2024   |                               |                       |
| <b>REPORTING RELATIONSHIPS</b>   |   |                               |                       |
| <b>NO OF DIRECT REPORTS</b>  | Various   | <b>NO OF INDIRECT REPORTS</b> | Varies                |
| <b>KEY RELATIONSHIPS</b>   |   |                               |                       |
| <b>INTERNAL</b>  | OSHC team members, OSHC Service Manager or Coordinator, OSHC Staffing Coordinator, OSHC Manager, Children's Services Director, Inclusion Support Officer, Quality & Compliance Team, Educational Leader, Finance Team, Enrolment Team   |                               |                       |
| <b>EXTERNAL</b>  | Families, Children, Education Directorate staff, community members  |                               |                       |
| <b>KEY ACCOUNTABILITIES</b>  |   |                               |                       |
| <ul style="list-style-type: none"> <li>Apply National Principles for Child Safe Organisations, as applicable to the role.</li> <li>Support the Coordinator in embedding child-safe practices across all aspects of service delivery.</li> <li>Ensure a high-quality Out of School Hours Care (OSHC) service that complies with all regulatory and legislative requirements, to meet the National Quality Standard.</li> <li>Assist in implementing and reviewing the service's educational program in line with the National Quality Framework, aligning with Quality Area 1: Educational Program and Practice, and the planning cycle with children's individual documentation of learning.</li> <li>Provide a supportive and inclusive environment for families, including children with additional needs.</li> <li>Develop strong partnerships with the school and local community, ensuring collaboration and clear, regular communication.</li> <li>Ensure all staff and volunteers are aware of their responsibilities and roles in relation to Mandatory Reporting, Reportable Conduct Scheme, Active Supervision, Emergency Procedures, Work Health and Safety, and other policies and procedures.</li> <li>Assist the Coordinator with day-to-day operations and fill in as the coordinator as and when needed.</li> <li>Support the Coordinator in mentoring and coaching educators, contributing to a positive team culture and professional development.</li> <li>Act as a responsible person as defined by ACECQA and support the coordinator in fulfilling the responsibilities of the Nominated Supervisor and Educational Leader when delegated.</li> <li>Assist with rostering and managing staff absences in accordance with regulatory requirements.</li> <li>Support the Coordinator in monitoring service budgets and resource allocation.</li> <li>Assist with review and development of Children's Services policies and procedures.</li> </ul> |   |                               |                       |

- Support the maintenance and review of the Quality Improvement Plan (QIP) and Strategic Inclusion Plan (SIP), contributing to continuous quality improvement and preparation for Assessment and Rating.
  - Assist in maintaining accurate records for children and staff, ensuring compliance with regulatory and legislative requirements.
  - Promote open and respectful communication with families and team members, including through documentation apps, newsletters, and daily interactions.
  - Support supervision of students on placement, under the guidance of the coordinator.
  - Work collaboratively with other WCS and community services, as needed.
  - Provide regular communication of service user feedback and information to the relevant team members.
  - Contribute to the ongoing evaluation of service delivery by recommending and implementing agreed continuous improvement initiatives.
  - Regularly evaluate personal performance and actively seek opportunities to develop professionally and personally. Engage in the ongoing improvement of own knowledge and skills through training and reflective practice.
  - Actively participate in staff/team meetings, organisational activities, and various community events.
  - Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet organisational goals and timeframes.
  - Ensure your safety, the safety of the community, service users, and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
  - Foster a culture where everyone is valued, respected, and recognised by applying workplace diversity and equity principles.
- Perform other duties as directed by the Manager.

#### EXPERIENCE & QUALIFICATIONS

##### Essential

- Completed Certificate III in Early Childhood Education and Care **OR** Completed 1 year of any degree or Diploma and 1 year experience working with children over preschool age (or ACECQA approved equivalent) **OR** Working towards a Diploma in Early Childhood Education and Care / Certificate IV in Out of School Hours Care/ Education Support/ Youth Work/ Lifestyle & Leisure.
- Extensive skills, knowledge and experience in OSHC, including demonstrated use of the My Time, Our Place framework and the Early Years Learning Framework.
- Sound knowledge of the Education and Care Services National Law, Education and Care Services National Regulations.
- Ability to contribute to review of Children's Services policies and procedures.
- Highly effective interpersonal, leadership and people management skills.
- High level of communication skills, both verbal and written.
- Demonstrated ability to work effectively and collaboratively in a team.
- Reliable, punctual and responsible attitude to work.
- Demonstrated understanding of professional boundaries, privacy and confidentiality.
- Current first aid certificate in an education and care setting (including asthma and anaphylaxis).

##### Desirable

- Current driver licence and own car.
- Experience with Child Care Management Systems (e.g., QikKids) desirable.
- Understanding of the responsibilities of a Nominated Supervisor and Educational Leader under the National Law.

##### Other

- Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.
- Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

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| Document History | Original: 2017 | Revised: August 2025 | Version: V12 |
| Employee's name  |                | Signature            | DATE         |