



POSITION DESCRIPTION

Out of School Hours Care Assistant

1. POSITION IDENTIFICATION

Position Title:	OSHC Assistant
Reporting To:	Head of Junior School
College Department:	Outside Scope
Position Classification:	As determined by Seymour Colleges SA Enterprise Agreement 2017
FTE:	Casual Position

2. POSITION SUMMARY

The OSHC Assistant is an important role at Seymour College that requires a passion for working with children, an understanding of how to assist in an educational environment, as well as excellent communication skills. The OSHC Assistant will assist the OSHC Managers with the routines and systems in place for before and after school care and vacation care, providing care for children from 5 to 12 years of age.

3. KEY ACCOUNTABILITIES

The position responsibilities are summarised in the following areas:

3.1 Key Responsibilities

3.1.1 Specific

- Help promote and communicate the philosophy of and vision for Seymour OSHC to children, staff, the College and the community.
- Assist in offering a quality program to children, staff and the college community.
- Model awareness of Seymour OSHC program, learning vision and goals.
- Contribute to discussion and support of ideas.
- Use observations to reflect on practice and children's experiences.
- Assist with routine and contribute to ideas to make decisions.
- Under the direction of the Manager, make effective decisions regarding learning experiences.
- Under the direction of the manager, assist with the implementation of creating a safe, harmonious and stimulating environment for staff and students.
- Assist with the implementation of play based experiences, incorporating each child's current knowledge, ideas, culture, abilities and interests.
- Participate in learning and development programs.
- Assist in identifying best practice standards for the development and implementation of a play-based curriculum.

- In collaboration with the Manager, ensure experiences are aligned to Seymour College Teaching and Learning Framework
- Participate in collaborative reflection of practice and provide input for development of the QIP.
- Encourage OSHC Assistants to strive for excellence in setting up the learning environment and providing experiences.

3.1.2 General

- assist the Principal in fulfilling the aims and purpose of Seymour College, by supporting the philosophy and ethos of the College as summarised in the College vision:
Women of strength, optimism and justice, confident for the future and ready to take on the world.
Seymour inspires within each student a passion for lifelong learning, a celebration of community, and a quest for personal excellence.
- cooperate fully with the Principal and other members of staff in keeping with the values and traditions of the College
- actively support the strategic direction of Seymour College
- demonstrate organisational, administrative and management practices appropriate to the position
- support a vibrant learning environment within Seymour College
- provide consistent public support both within and outside of Seymour College for school-wide policy initiatives
- practice professional judgement and initiative commensurate with the role
- comply with legislative requirements and the SA Enterprise Agreement 2017
- perform duties according to College policies, particularly the College Staff Handbook
- carry out other duties related to the position as required

3.3 Communication

- communicate effectively with students, parents and staff in relation to both academic and pastoral matters as required
- inform the Head of School and/or Head of Department of significant pastoral care matters
- inform the Head of Department of significant academic matters
- be accessible at reasonable times to students when assistance or guidance is sought
- respond to parent enquiries in a professional, timely and efficient manner, following the College Communication Policy and guidelines
- attend parent-teacher meetings, information evenings and other College community events as required
- contribute to the development of policy, procedures and processes and provide recommendations to the Heads of School and Heads of Department for improvement
- Develop and use communication strategies to meet the information requirements of staff and the College community.
- Effectively communicate orally and in written form.

- Communicate the nature of the play-based experiences to staff, children and parents of Seymour OSHC.
- Begin to establish networks with the Seymour community and wider community.
- Have opportunities to share personal talents, capabilities and achievements.
- Provide outstanding customer service both internally and externally.

3.4 Risk Management

- report directly to the Principal on any matters relating to Child Protection
- inform the Executive Director Corporate Services about risk management issues as they arise
- assist in monitoring a safe and secure school environment for staff and students
- participate in training, preparation and practice for responding to accidents, emergencies or other threats to safety or security of student, staff or other members of the College community.

4. SELECTION CRITERIA

4.1 Essential Criteria

4.1.1 Educational/Vocational Qualifications

- Currently studying or completed a Diploma or degree level qualification, as approved by ACECQA
- Hold a current certificate for training in Responding to Abuse and Neglect – Education and Care
- Hold a current First Aid certificate, and Asthma and Anaphylaxis training.
- Hold a criminal history screen check result considered satisfactory by the College and which must be carried out by the Department for Communities and Social Inclusion (DCSI)

4.1.2 Skills and Abilities

- Ability to assist in implementing an appropriate program
- A capacity for engagement in professional learning.
- A willingness and capacity to contribute to the development of a team.

4.1.3 Experience

- Relevant experience in working with children aged 4 years to 12 years.

4.1.4 Knowledge

- Knowledge of the Children’s Services Act and Regulations
- Willingness to learn about and contribute to working in correspondence with the National Quality Framework for Early Childhood Education and Care, and the Seymour OSHC Quality Improvement Plan (QIP)
- An understanding of the Early Years Learning Framework (EYLF) and My Time Our Place Framework for school aged children (MTOF).
- A sound awareness of Seymour College’s philosophy of learning and behaviour management.

- An understanding of and evidence of commitment to, the *Seymour College Framework of Instruction*.

4.2 Desirable Criteria

4.2.1 Educational/Vocational Qualifications

- qualifications which further support the work of the College

4.2.2 Experience

- experience working in an all girl's school
- experience working in an IB school
- previous experience working with children who have special educational needs

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