



# Outside School Hours Care Assistant

TITLE:	Outside School Hours Care Assistant
AWARD/AGREEMENT:	Scotch Oakburn College (Staff) Agreement
EMPLOYMENT STATUS:	Permanent part-time
HOURS OF WORK:	After School Care Program - Mon to Fri 2.30pm – 6.00pm, Academic Term time  Vacation Care 8.00am – 6.00pm (shifts as rostered during the school holidays)
DAYS OF WORK:	Monday to Friday
REPORTS TO:	Outside School Hours Care (OSHC) Coordinator
LOCATION:	Elphin Campus
QUALIFICATIONS:	Diploma of Early Childhood Education, or equivalent (Desirable)
MANDATORY CLEARANCES:	<ol style="list-style-type: none"> <li>Working with Vulnerable People (Children) Registration</li> <li>National Police Certificate (Schedule 1 Record)</li> <li>First Aid Qualification HLTAID012 (Provide First Aid in Education and Care Setting)</li> </ol>

## The College:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has four campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House students who come to us from intrastate, interstate and international locations.
- **Penquite Campuses (Middle and Senior)**, located 2.5km from our Elphin Campus
  - home to our Middle School students (Years 6 to 8)
  - Senior School students (Years 9 to 12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.



Scotch Oakburn College is accredited by the **Australian Childhood Foundation** in recognition of its commitment to **child safety standards**.

Child safeguarding screening, selection and training practices form part of the recruitment and selection process, and employment conditions for all positions at the College.



# Outside School Hours Care Assistant

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**The Role:**

The Outside School Hours Care Assistant will work closely with the OSHC Coordinator, all staff members, parents and the Director of Early Learning to ensure that the Centre provides a safe, secure and stimulating environment for all children in our care.

The OSHC Assistant will help to create a warm, caring and safe environment to support students and teachers in ways that improve the overall quality of care, community and learning. OSHC Assistants will provide practical support to the OSHC Coordinator, assisting with the delivery of programs in line with the My Time Our Place and Early Years Learning Frameworks, completing routine administrative tasks and assisting with the presentation of the environment, including organisation of materials and maintenance of equipment.

This role requires the ability to undertake the Supervisor and Responsible Person responsibilities for OSHC programs on a regular, ongoing basis, as required.

**Key Duties and Responsibilities:**

- Support student participation in leisure-based educational experiences, as directed by the OSHC Coordinator or Director, Early Learning.
- Assist in the planning, implementation, assessment and review of high quality and diverse OSHC programs based on appropriate frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all children attending the service.
- Actively support every child to participate in the program and assist in ensuring that the program promotes children's agency, choices and influence.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety, medical management plans, behaviour management plans and risk management plans, policies and procedures.
- Support OSHC Coordinator in the planning, set-up, delivery and pack-up of learning experiences.
- Dynamically supervise children at all times, ensuring a safe environment for all.
- Create a positive and inclusive learning environment by providing behaviour support and intervention strategies as required.
- Actively contribute to a collaborative team approach across the OSHC team.
- Undertake any additional duties as assigned by the OSHC Coordinator and Director, Early Learning to support the objectives of Outside School Hours Care programs and College.
- Be the responsible staff member on site during specified Outside School Hours Care sessions and be the Supervisor for sessions when required.
- Assist students transition to and from the classroom environment
- Ensure that all departing students are collected and signed out by a permitted collector.
- Support the College's aims of developing a sense of community for parents.
- Complete relevant documentation and other administrative duties as requested.
- Have knowledge of the National Quality Framework, inclusive of relevant legislation and regulations.
- Be fully conversant with all relevant workplace safety procedures including mandatory requirements with the College's Accident and Incident Reporting system.

## Outside School Hours Care Assistant

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- Be fully conversant with the College's policies and procedures (located on the Staff Dashboard) including WHS, Anaphylaxis, Peer Relations etc.
- Perform basic first aid as required (if certified).
- Attend meetings and professional development as required.

### Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is an autonomous role, with general direction provided on a day-to-day basis. Guidance and advice are available from the OSHC Coordinator and Director, Early Learning as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

### Organisational Relationships

Reports to: OSHC Coordinator

Direct Reports: Nil

Key Internal Relationships: Director of Early Learning  
Head of Elphin Campus  
Students, parents and/or carers of students and other members of the wider College community  
All staff of the College

External Relationships: Organisations with whom the College deals

Leadership Teams: Nil

### Safeguarding Children and Young People

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required to maintain valid Working with Vulnerable People documentation and undergo periodic National Criminal History record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

## Outside School Hours Care Assistant

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### Work Health and Safety

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

### Knowledge and Experience:

Experience is required in:

1. Supervision and/or behaviour management of students ranging in age from 3 to 12.
2. Knowledge of the National Quality Framework.
3. Experience working in approved childcare settings.

In accordance with its Recruitment Policy, Scotch Oakburn College is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.