



JOB DESCRIPTION & PERSON SPECIFICATION

College Department	SMOSHC (St Martins Out of School Hours Care)
Position:	SMOSHC Director
Tenure:	Permanent Part-Time
Award/Agreement:	Children's Services Award 2010 – Level 8

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Position Summary

The Director provides overall leadership and management of the OSHC and Vacation Care service, ensuring the service operates in compliance with the National Quality Framework and all legislative and organisational requirements. As Nominated Supervisor, the Director oversees the day-to-day operation of the service, including staffing, administration, financial processes and risk management.

The Director leads the development and delivery of a high-quality educational program aligned with *My Time, Our Place*, promotes continuous improvement, and supports staff through effective leadership and professional development. The role also focuses on maintaining a safe, inclusive and engaging environment for children, building strong partnerships with families and the school community, and ensuring the service achieves and sustains high-quality outcomes, including through Assessment and Rating.

2. Reporting / Working Relationships

The Director reports to the Business Manager. They work closely with and supervise the SMOSHC Assistant Director and other educators. The role requires daily contact with parents / carers of students, staff and students.

All staff are ultimately responsible to the Principal.

3. Special Requirements

The Director must hold an approved qualification for working with children over preschool age in South Australia as listed on the Australian Children's Education and Care Quality Authority (ACECQA) website.

A 3 month probationary period will apply.

4. Extent of Authority

The Director will comply with College policies and procedures and undertake other duties reasonably required, consistent with the responsibilities of the position.

The Director:

- is responsible for the overall day to day management and administration of the service on behalf of the approved provider and exercises decision making authority within that role
- is authorised to spend up to \$200.00 per week for the management of the service without prior consultation with the Business Manager
- is authorised to sign documents and letters as a delegate of the service
- is authorised to deal with human resources issues on a day-to-day basis

5. Statement of Key Outcomes & Associated Activities

The SMOSHC Director is the Nominated Supervisor for the service, accepting responsibility for the day-to-day management and regulatory compliance of the service.

Overarching Responsibilities

All responsibilities must be carried out with due regard to:

- Protection of the health, safety, security and wellbeing of all children, staff and stakeholders
- Compliance with relevant legislation, National Law and Regulations, and service policies and procedures
- Respect for diversity and commitment to inclusive practice
- Maintenance of confidentiality and ethical conduct
- Effective risk management and, where required, notification to relevant authorities

Pedagogical Leadership

- Lead the development, implementation and evaluation of a high-quality educational program across OSHC and Vacation Care, aligned with *My Time, Our Place*
- Guide and support educators in planning, documenting and delivering engaging, inclusive and developmentally appropriate programs
- Promote reflective practice and continuous improvement through regular critical reflection and professional dialogue
- Ensure children's views, interests and ideas are actively sought and incorporated into program planning and service decision-making.
- Work collaboratively with the Educational Leader to support high-quality educational practice, critical reflection and continuous improvement across the service
- Support educators to observe, respond to and extend children's learning, wellbeing and participation
- Build staff capability through coaching, mentoring and professional development
- Maintain current knowledge of best practice, policy developments and sector trends, and embed these into practice
- Develop, implement and regularly review the Quality Improvement Plan (QIP) informed by self-assessment against the NQS and stakeholder feedback
- Act as a professional role model demonstrating high-quality practice in OSHC

Service Delivery and Operations

- Ensure the delivery of high-quality care that supports children's wellbeing, safety and engagement
- Ensure programs provide appropriate balance, including flexibility, choice, inclusion and opportunities for recreation and leisure
- Promote inclusive practices that uphold the dignity, rights and participation of all children
- Ensure staffing arrangements and rosters meet regulatory requirements, including educator-to-child ratios

- Oversee the provision of nutritious food in accordance with food safety and hygiene requirements
- Ensure systems are in place for the accurate recording and management of incidents, accidents and corrective actions
- Ensure service delivery aligns with the values, policies and objectives of the school and broader community

Staff Leadership and Workforce Management

- Lead, support and supervise staff to foster a positive, collaborative and high-performing team culture
- Oversee recruitment processes in consultation with the Business Manager
- Implement effective induction, performance development and training processes for staff, volunteers and students
- Facilitate regular team meetings to support communication, consultation and continuous improvement
- Promote staff understanding of professional responsibilities, including duty of care and legal obligations
- Support ongoing professional learning and leadership development across the team
- Ensure all staff timesheets are accurately completed and submitted within required timeframes to support payroll processing

Partnerships with Families and Communities

- Build and maintain positive relationships with families through effective communication and engagement
- Provide accessible information about the service and opportunities for family involvement in decision-making
- Respect and support families in their parenting role, acknowledging diverse values and perspectives
- Collaborate with external agencies and community partners to enhance outcomes for children

Governance, Compliance and Risk Management

- Ensure the service operates in accordance with the National Quality Framework, including the National Law, Regulations and National Quality Standard
- Lead the service through Assessment and Rating processes, including preparation, participation and continuous improvement planning to achieve and maintain quality ratings
- Monitor and drive continuous improvement to achieve and sustain high-quality outcomes against the National Quality Standard
- Oversee risk management across the service, ensuring risks are identified, assessed and effectively managed through robust systems
- Ensure policies and procedures are implemented, regularly reviewed and reflect current legislative and operational requirements
- Ensure accurate and up-to-date records are maintained in accordance with regulatory and organisational requirements
- Ensure emergency management procedures are implemented, including regular emergency drills
- Ensure a Responsible Person is physically present at the service at all times children are being educated and cared for, in accordance with National Law and Regulations
- Maintain records relating to Responsible Persons and Nominated Supervisors as required by legislation
- Ensure all required notifications are submitted to the Regulatory Authority within prescribed legislative timeframes

Child Safety and Medical Management

- Ensure effective management of children's medical conditions, including the development, implementation and review of medical management, risk minimisation and communication plans
- Ensure all staff are informed of, and adhere to, individual medical and health care plans
- Maintain accurate and current health and enrolment records for all children
- Promote and maintain a strong child safe culture in line with legislative requirements and the National Principles for Child Safe Organisations
- Ensure all child protection concerns, suspicions and disclosures are responded to in accordance with legislative requirements, service procedures and mandatory reporting obligations
- Ensure staff understand and fulfil their child protection and reporting responsibilities

Financial and Administrative Management

(in conjunction with the Business Manager)

- Contribute to the development, monitoring and review of the service budget and fee structure
- Support financial administration processes including accounts, billing, CCS compliance and financial reporting
- Maintain accurate administrative and financial records
- Prepare reports for leadership and governance groups to support informed decision-making
- Support the development and monitoring of systems to ensure operational efficiency and compliance

Service Development and Sustainability

- Contribute to continuous improvement of systems and practices to support service quality and compliance outcomes
- Support marketing and promotion of the service to maintain and grow enrolments
- Monitor utilisation and identify opportunities for service growth and improvement
- Analyse service data (e.g. utilisation, staffing, financial performance) to inform planning and continuous improvement

Facilities and Environment

- Ensure the service environment is safe, secure, clean and well maintained
- Monitor facilities and report maintenance or safety concerns promptly
- Ensure systems are in place for the cleaning, organisation and maintenance of resources and equipment
- Ensure regular audits of facilities and environments are undertaken

Other

- Attendance at out-of-hours meetings, training and service functions as required
- Any other duties as requested by the Executive Team

PERSON SPECIFICATION

1. Qualifications / Requirements

- An approved qualification for working with school-age children, as recognised by ACECQA
 - South Australian Working with Children Check (WWCC) for paid employment
 - Current approved first aid qualification, including anaphylaxis and emergency asthma management training (ACECQA approved)
 - Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training (or willingness to obtain)
 - Food Handling Certificate
 - Completion of mandatory National Child Safety Training (Geccko)
 - Completion of required child safety and protective practices training (or willingness to obtain)
 - Current National Police Clearance (within the last 3 years)
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2. Skills, Knowledge and Experience

Skills

- Highly developed interpersonal, communication (verbal and written) and negotiation skills, with the ability to build positive relationships with children, families, staff and the wider community
- Demonstrated ability to engage with children in a positive, respectful and inclusive manner, supporting individual needs and implementing effective behaviour guidance strategies
- Strong leadership, organisational and time management skills, with the ability to manage staff, operations and competing priorities
- Capacity to respond effectively in emergency and high-pressure situations, exercising sound judgement and decision-making
- Well-developed observation, assessment and documentation skills to support program planning and regulatory requirements
- Demonstrated administrative and digital literacy skills, including the use of relevant systems and software

Experience

- Experience in the planning, implementation, documentation and evaluation of educational programs for school-age children in line with an approved learning framework (e.g. *My Time, Our Place*)
- Experience working with groups of children in an OSHC or similar setting
- Experience preparing for and participating in Assessment and Rating processes
- Experience supporting families in a professional, sensitive and collaborative manner
- Experience in service operations, including administration, financial management, and/or marketing processes in an education and care context

Knowledge

- Thorough knowledge of the National Quality Framework, including regulatory and legislative requirements for education and care services
 - Knowledge of child protection responsibilities and commitment to maintaining a child safe environment and the National Principles for Child Safe Organisations
 - Knowledge of Child Care Subsidy (CCS) requirements and administration
 - Knowledge of workplace health and safety (WHS) requirements and responsibilities
 - Understanding of administrative functions and operational requirements of an OSHC service
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3. Work Health and Safety

All staff are expected to comply with the College's Work Health and Safety (WHS) Policy by taking reasonable care for their own health and safety and that of others. This includes maintaining a safe and hazard-free work environment, using equipment correctly, reporting safety incidents, and actively supporting a culture of safety in the workplace.

The Director has oversight of the implementation of WHS practices within the service and ensures a safe, healthy and secure environment for all children, staff and visitors.

The Director is a member of the College's WHS Committee.

4. Classification Level

The position of Director is provided under the conditions of the Children's Services Award 2010 – Level 8.

5. Performance Standards & Review

An annual Performance Review is undertaken with the Business Manager to determine capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

APPROVAL

Job Description & Person Specification Approved

Principal (Print Name)

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: