

<b>POSITION TITLE</b>	<b>Catholic Out of School Hours Care Coordinator</b>
<b>SERVICE AREA</b>	Financial & Administrative Services
<b>REPORTS TO</b>	Catholic Out of School Hours Care Operations Supervisor
<b>CURRENT POSITION HOLDER</b>	Additional roles due to increase in places at COSHC Services
<b>FREQUENCY OF REVIEW</b>	Annual
<b>DATE LAST UPDATED</b>	January 2017

### CONTEXT

The Catholic Out of School Hours Care Coordinator works within the Financial and Administrative Services Team of the Catholic Education Office.

Financial and Administrative Services delivers a range of services and high level advice and proactivity in the area of Finance, Office Administration, Facilities and Procurement.

### ACCOUNTABILITIES

This position supports the system strategic intents of improving learning outcomes for all students and promoting a professional and rewarding working life for teachers.

Key accountabilities are:

- Lead and motivate staff in the provision of a Catholic Out of School Hours Care (COSHC) program and Vacation Care program in a cooperative team environment, while supporting the Catholic ethos
- Effectively plan, organise, coordinate, control and participate in the day-to-day operations of the care programs
- Manage effective community development processes to support children and families in the Parramatta Diocese to enhance identified social outcomes
- Support the effective financial management of Catholic Out of School Hours Care to deliver cost effective services

### REQUIREMENTS FOR THE ROLE

- Support of Catholic ethos
- Degree in Primary Education / Diploma in Children's Services or OOSH, an approved equivalent or commitment to achieving this qualification
- Accept role of Nominated Supervisor for the service
- Strong commitment to the provision of quality child care in a genuinely caring environment
- Experience and demonstrated skills in planning, coordinating and implementing quality child care programs and services for children aged 5 to 12 years
- Demonstrated ability to effectively manage, lead, develop and motivate staff
- Skills in child care administration and operational systems, including Child Care Benefits claims
- Experience in budget preparation and financial management of a child care service

- Computer literacy
- Demonstrated effective communication, report writing, problem solving and organisational skills
- Adaptability and flexibility, including the preparedness and willingness to work at different COSHC/Vacation Care sites when required
- Understanding of community development issues and the issues related to disadvantaged families, including Aboriginal families and families of a non-English speaking background
- Knowledge of National Education and Care Regulations , National Education and Care Law, National Quality Framework for School Aged Care and National/State Codes of Practice and Standards affecting services for children aged 5 to 12 yrs
- Current First Aid, Asthma and Anaphylaxis Certificates (or willing to obtain) and Class C Driver's License

## **FUNCTIONS**

- Foster Gospel values and act according to Catholic ethos
- The Coordinator position requires both direct face-to-face OSHC service care provision per week and at least 7.5 hours administration per week outside of centre opening hours. The balance of time is for centre administration, preparation duties for opening and meetings with staff and key stakeholders. The actual hours of the position will vary depending on individual COSHC service structure
- Create and maintain an interactive, safe and caring environment for children, teaching them through modeling and demonstration of appropriate activities
- Treat each child with dignity and respect taking into consideration cultural, socio-economic or other differences that might arise and support the inclusion of children with additional needs
- Foster an enthusiastic teamwork approach, coordinate staff and delegate duties to staff members as appropriate and necessary to achieve objectives within acceptable time frames
- Plan, develop, monitor, evaluate and appropriately adjust programs to assure a wide variety of activities and a quality child care service
- Professionally manage the day-to-day operations of the COSHC centre and Vacation Care including: staffing, rosters and timesheets, induction, staff dress code, programming, enrolment and attendance records, waiting list, cancellations, timely fees billing, fees collection and receipting, finance, operational procedures, dissemination of information, reporting, purchasing, stewardship custody and control of assets
- Work with other staff members and other Coordinators in providing an environment where new ideas are welcome and encouraged and where there is a high level of enthusiasm and teamwork
- Implement and maintain the appropriate risk management and WH&S policies and procedures and emergency procedures to ensure the health and safety of children, staff members and visitors of the care service
- Respond appropriately to accidents or emergencies and administer First Aid as appropriate
- Record incidents and medications in terms of policies and procedures, monitor recordings and manage the safe custody and control of medications out of reach of children or unauthorised access
- Maintain a behaviour guidance policy that promotes a safe environment
- Provide feedback to parents/carers where appropriate on their child's participation at the centre
- Report incidents of suspected abuse or neglect in a timely manner via the Primary School Principal

- Ensure all appropriate records are accurately maintained up-to-date and kept confidential and comply with Privacy legislation requirements
- Liaise with the Catholic Education Office (CEO) and DEEWR to comply with and maintain Child Care Benefit and Child Care Rebate records and submissions within legislative timelines and requirements
- Ensure continuous compliance with relevant government regulations, guidelines and funding requirements including Education and Care National Regulations, Education and Care National Law, National Quality Framework and My Time Our Place- Middle Years Framework and Quality Improvement Plans.
- Prepare and monitor the budget for the COSHC and Vacation Care centre and manage expenditure within the CEO approved budget, in accordance with CEO guidelines
- Effectively manage COSHC and Vacation care staff and promote staff involvement, and ensure own involvement, in professional development and in-service training opportunities
- Identify and implement promotional opportunities for the centre and include monthly news updates in the school newsletter and participate in the school orientation process for new kindergarten parents
- Liaise with parents and members of the public to ensure the service is presented in a professional and positive manner and is responsive to the needs of the children and their families
- Apply conflict resolution and problem solving techniques to staff and parent conflict
- Liaise closely with the School Principal, school staff , Parish Priest and Parish community to foster a cooperative and productive partnership
- Assist with interviewing and appointment of staff members in accordance with CEO staff policies
- Maintain knowledge and understanding of the priorities and strategic intent of the Catholic Education Diocese of Parramatta system of schools
- Comply with and ensure application of Catholic Education Diocese of Parramatta policies and procedures
- Complete other duties as required by the Director of Financial and Administrative Services and the Executive Director of Schools.

<b>COORDINATOR</b>	
<b>DATE</b>	

<b>SUPERVISOR</b>	
<b>DATE</b>	