

Children Services



Position Description	
Position Title	Team Leader Out-of-School Hours Care
Program Location	
Reports To	Director Out-of-School Hours Care
Direct Reports	Nil
Award	Children Services Award
Classification	Children's Services Employee Level 4
Community Services #1 Capability Level	Level 4
Objective	<p>The primary purpose of the position is to lead and be accountable for the day-to-day room operations and managing the team.</p> <p>This position delivers high quality and appropriate programs for school-aged children within the provision of a quality Out-of-School Hours Care.</p>
Key Accountabilities and Capabilities	<p>When required, be the Responsible Person on a day-to-day basis.</p> <p>Lead and be accountable for the day-to-day room operations.</p> <p>Lead and be accountable for providing direction and mentoring for team members on running program activities, supervising and interacting with children and applying their daily care routines.</p> <p>Contribute to the development, and be accountable for delivery, of engaging and inclusive activities for children and provide children, creating a friendly, secure and stimulating interactive learning environment.</p> <p>Contribute to an OSHC environment that is safe, empowering and fosters a sense of belonging for all children.</p> <p>Promote positive, trusting relationships between children, families and team members, consulting with families as needed.</p> <p>Maintain records of observations for individual children for program planning and assessment of each child's short- and long-term development needs.</p> <p>Ensure records for operations, programming and individuals are accurate and adhere to ethical privacy and confidentiality principles.</p> <p>Contribute to a positive relationship with the school community.</p>

	<p>Contribute to the Assessment and Rating process and the Quality Improvement Plan.</p> <p>Support the Director to performance manage team members through guidance and mentoring.</p> <p>Perform in accordance with the United Nations Convention on the Rights of the Child (UNCRC), and ensure that the best interests of children are given paramount priority when making decisions that affect them.</p> <p>Ensure child safety through active supervision and report all issues in line with all mandatory reporting requirements and in alignment with the national principles for child safe organisations.</p> <p>Administer First Aid to children, as required.</p> <p>Perform and model risk management principles to work practices and ensure incidents and events are appropriately reported and escalated.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p>
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Selection Criteria	
Required Qualifications, Skills and Experience	<p>Diploma qualification, as approved by ACECQA.</p> <p>Demonstrated experience working with primary school aged children</p> <p>Demonstrated extensive knowledge of the Education and Care Services National Regulations with the proven ability to develop, implement, and document as appropriate.</p> <p>A strong understanding of the National Quality Standard, particularly the My Time, Our Place framework.</p> <p>Demonstrated sound understanding of risk assessment and duty of care for out-of-school hours care services.</p> <p>Demonstrated excellent administration skills and computer literacy.</p>
Additional Requirements	<p>A.C.T Working With Vulnerable People Card</p> <p>Current First Aid Certificate</p> <p>National Police Check</p> <p>Anaphylaxis and asthma qualification in accordance with ACECQA</p>

Acceptance	
I understand and accept the duties and responsibilities as outlined in this position description.	<p>Employee:</p> <p>Date:</p>

