



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Out of School Hours Care Coordinator
Date established:	March 2025
Reports to:	Deputy Head of Preparatory School – Little Explorers-Year 2

POSITION OVERVIEW

Guildford Grammar School is committed to delivering the highest standard of education, inspiring students to achieve personal excellence within a warm and inclusive community environment. The School employs staff who are passionate and energetic in their profession and place student learning and well-being at the forefront of all they undertake.

The Out of School Hours Care Coordinator will lead the school's approach to supporting children, families and staff in Out of School Hours Care (OSHC), including Before and After School Care, and Vacation Care.

REQUIRED COMPETENCIES AND SKILLS

The successful candidate must have:

- The ability to work flexible hours.
- ACECQA approved qualification to work in an education and care environment, which includes pre-school aged children (Early Childhood qualification desirable).
- Experience and exceptional working knowledge of National Law and Regulations, National Quality Framework, Early Years Learning Framework and My Time, Our Place, including all compliance requirements in an education and care setting.

PERSONAL ATTRIBUTES AND VALUES

- Be able to quickly and genuinely build rapport with children, staff, caregivers and the broader School community.
- Shows empathy and compassion, with a genuine interest in assisting children and families.
- Possesses excellent verbal and written communication skills.
- Demonstrates respect for diversity and actively supports inclusive practices.
- Displays a growth mindset and optimistic approach to challenges.
- Embraces and applies feedback as an opportunity for professional growth.
- Is resilient, flexible and adapts quickly when required.
- Well organised and with a strong attention to detail.
- Committed, enthusiastic and innovative.
- Possesses highly developed interpersonal, communication, ICT and presentation skills.
- Demonstrates commitment to the Vision and Values of the School.

- Be supportive of the ethos and values of the Anglican tradition of the School.
- Be responsible and held accountable for continuing compliance with our Child Protection and Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy and enact the Policy at all times. All staff have a responsibility to raise any concerns they have about Child Protection.

KEY RESPONSIBILITIES AND TASKS

The following provides a guide and is not an exhaustive list.

- Provides operational leadership with oversight and management of all aspects of OSHC, including the compliance requirements per the National Law and Regulations.
- Identifies and actively supports opportunities for children in OSHC to develop agency, intellectual risk taking and responsibility for their own learning.
- Promotes ways for children in OSHC to be curious, communicate, pose questions, reflect and represent their observations and experiences in ways which are meaningful to them.
- Ensures that learning and teaching programs are built around the children's development – linguistic, social, emotional, aesthetic, spiritual, creative, physical and cognitive ways of being and becoming.
- Leads the activation of indoor and outdoor learning environments which are responsive to individual student development.
- Support of students with neurodivergent profiles, including implementation of reasonable adjustments and sourcing funding where appropriate.
- Leads the development and implementation of the relevant frameworks (NQS, EYLF and My Time, Our Place as part of an ongoing review cycle, with responsibility for the Quality Improvement Plan and Statement of Philosophy for OSHC.
- Ensures that the service is always prepared for the Assessment and Ratings Process for OSHC, including, keeping clear documentation and providing staff training to ensure compliance requirements are met.
- Leads the development and review of policies and procedures as relevant to the service and the requirements of the school.
- Provides regular and effective feedback or support to individual students, parents and staff as required, with a focus on caregivers as a child's first and most influential educator.
- Ensures that clear, documented records are maintained on individual student progress, to meet all regulatory requirements.
- Acts as a point of escalation for parent or student concerns relevant to OSHC and remains open minded in determining an appropriate solution to feedback.
- Manages the appraisal process and develop personalised growth plans in conjunction with each OSHC staff member, facilitating regular staff meetings to meet professional learning needs and compliance requirements.
- Fulfil the role of Nominated Supervisor responsible for OSHC, working closely with educators to ensure that a responsible person is allocated to oversight of the service at all times.
- Manages resources and equipment suitable for OSHC, including management of associated budgets.

- Oversight of the compliance requirements for all staff in conjunction with Human Resources, ensuring they are met and in line with legislative requirements, such as valid and up to date First Aid, Anaphylaxis and Asthma training and Working with Children Checks.
- Assesses and manages operational and activity specific risks, implementing risk management plans and measures to ensure child safety and compliance.
- Communicates regularly with the Deputy Head of Preparatory – Little Explorers-Year 2 regarding all matters associated with OSHC, attending meetings as requested.
- Provides direction to staff responsible for administrative duties within OSHC.
- Supports the Educational Leader to ensure that programming, planning and documentation of learning is consistent across the service.
- Assists with the recruitment and induction of staff, ensuring that rostering for Before School Care, After School Care and Vacation Care is managed optimally and with duty of care obligations as the highest priority.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the manager's discretion. Employees may also be required to undertake other reasonable duties as directed.