

POSITION TITLE	Out of School Hours Care (OSHC) Team Leader		
POSITION OVERVIEW	The OSHC Team Leader is responsible for managing the day to day operations at the Service and ensuring the delivery of quality care, leading the team, ensuring compliance and building strong relationships with the children, families, school personnel and colleagues.		
CLASSIFICATION	CSE Level 4 - 5	SERVICE AREA	Children's Services
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual	HOURS PER WEEK	38
LOCATION	Various		
IMMEDIATE MANAGER	OSHC Service Manager or Coordinator (as applicable)		
INDUSTRIAL AGREEMENT	Woden Community Service Limited Enterprise Agreement 2024.		

REPORTING RELATIONSHIPS

NO OF DIRECT REPORTS	Various	NO OF INDIRECT REPORTS	Varies
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KEY RELATIONSHIPS

INTERNAL	OSHC team members, OSHC Service Manager or Coordinator, OSHC Staffing Coordinator, OSHC Manager, Children's Services Director, Inclusion Support Officer, Quality & Compliance Team, Educational Leader, Finance Team, Enrolment Team.
EXTERNAL	Families, Children, Education Directorate staff, community members

KEY ACCOUNTABILITIES

- Apply National Principles for Child Safe Organisations, as applicable for the role.
- Ensure a high-quality service that complies with all regulatory and legislative requirements.
- Ensure National Quality Framework approach in developing, delivering and evaluating the service educational program.
- Provide a supportive and inclusive environment for families, including children with additional needs.
- Liaise regularly with school staff to ensure clear communication.
- Assume responsible person for the service area that you are managing.
- Promote and model open communication with families, through programming apps, newsletters, and daily conversations.
- Ensure all staff and volunteers are aware of their responsibilities and roles in relation to Active Supervision, Mandatory Reporting, reportable conduct, Emergency Procedures and other policies and procedures.
- Ensure a high level of employee performance is achieved through coaching, mentoring and providing professional support to all educators.
- Assist with the implementation and ensure the adherence of Out of School Hours Care (OSHC) policies and procedures by all educators.

- Work within financial resources and assist the Coordinator/Service Manager to monitor program spending.
- Support the Service to drive continuous quality improvement and development of service area, including for the Assessment and Rating process using the Quality Improvement Plan and Strategic Inclusion Plan, while working collaboratively across service boundaries.
- Provide regular communication of feedback and information to the relevant team members.
- Engage in the evaluation of performance with your immediate supervisor and actively seek opportunities to develop professionally and personally.
- Actively participate in staff/team meetings, organisational activities and various community events.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Perform other duties as directed by the Manager

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Diploma in Early Education and Care (or ACEQA approved equivalent). • Extensive skills, knowledge and experience in OSHC, including demonstrated use of the My Time, Our Place and Early Years Learning frameworks. • Sound knowledge of the Education and Care Services National Law, Education and Care Services National Regulations. • Demonstrated effective interpersonal, leadership and people management skills. • Demonstrated good communication including verbal and written that engender positive relationships and influence stakeholders effectively to resolve functional issues. • Demonstrated ability to work effectively and collaboratively in a team. • Reliable, punctual and mature attitude to work. • Demonstrated understanding of professional boundaries, privacy and confidentiality. • Current first aid certificate in an education and care setting (including asthma and anaphylaxis).
Desirable	<ul style="list-style-type: none"> • Demonstrated experience using Childcare Subsidy System (QikKids, QKEnrol). • Current driver licence and own car.
Other	<ul style="list-style-type: none"> • Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct. • Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History	Original: January 2020	Revised: October 2024	Version: V12
Employee's name		Signature	
		DATE	