

POSITION DETAILS

Position Title:	OOSH Supervisor
Division:	Education
Reports To:	IBS Deputy Principal
Responsible To:	General Manager
Location:	Italian Bilingual School
Date:	July 2025

MAIN PURPOSE OF POSITION

The OOSH Supervisor oversees the daily operations of Out of School Hours Care Program for the children of the Italian Bilingual School. This role involves administrative tasks such as managing enrolments, maintaining records, liaising with parents/caregivers, and supporting the overall running of the program. The OOSH Supervisor ensures compliance with regulatory requirements, coordinates staff schedules, and assists in implementing educational activities.

KEY ROLES AND RESPONSIBILITIES

1. Supervise the children, ensuring their well-being and safety
2. Be responsible for Xplor set up and management, including reporting
3. Deal with OOSH enquiries & bookings, monitoring registrations on Xplor
4. Prepare bi-weekly journal entries on Xplor with OOSH Educators to document and update families on the progress of children
5. Liaise with families & Co.As.It. Accounts about enrolment requirements and CCS via Centrelink
6. Prepare and monitor documentation to ensure compliance and prepare for inspections
7. Conduct regular review of policies with the Curriculum & Teacher Support
8. Organise and actively participate in weekly compulsory team meetings
9. Review & update OOSH Self-Assessment
10. Participate in the EYLF and My Time Our Place implementation & review
11. Plan (with the Compliance Manager) and report evacuation and fire and lockdown drills
12. Check and process OOSH staff timesheets
13. Act as designated Nominated Supervisor and Responsible person of OOSH service programs
14. Work collaboratively with the OOSH educator to run service on a daily basis
15. Prepare a weekly program and the daily activities and the learning cycles for the children
16. Prepare and update monthly Individual Children's Plans for children with additional needs/behavioural support plans with evidence of learning and the strategies used to support them, include daily observations of educators.
17. Prepare and review Group Plans for children to document their development and the achievement of their group goals – based on observations/notes of educators
18. Write and record weekly critical reflections regarding the program and the children
19. Conduct and record student observations
20. WHS Duties for OOSH such as: First Aid Stocktake, Opening/Closing checklists, monthly medication checklist and children's Immunisation Records.
21. Other duties in line with the philosophy and objectives of Co.As.It..
22. Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate an understanding of the current child protection law (or child safe standards, where applicable) and any subsequent obligations. Commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The OOSH Supervisor needs to build extensive networks and strong consultative relationships within the organization as well as externally with other services.

These relationships include:

- Deputy Principal;
- IBS staff;
- The Co.As.It. Board of Directors, General Manager and management team;
- Staff across Co.As.It. generally to work collaboratively and exchange information;
- General Public.

DECISION MAKING

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to the smooth running of the OOSH program;
- Content of advice and information provided to the Education.

Decisions that are referred to a supervisor include:

- Strategic decision about projects and establishing priority;
- Any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects;
- Major policy issues or conflicts arising in the course of work;
- All expenditure;
- Matters requiring submission to the Board of Directors.

KEY PERFORMANCE CRITERIA

Broad indicators:

- To arrive at work on time and to advise manager/supervisor of lateness or absences as soon as practicable;
- To represent Co.As.It. positively;

- Manager/supervisor kept informed of key issues;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- High level cooperation with other staff, teams and divisions;

Position Specific indicators:

- To ensure the successful implementation of the OOSH Program;
- To build and maintain strong relationships within the Italian Bilingual School.

Strategic Plan:

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

Essential

- Understanding of current child protection legislation, including the mandatory reporting requirements and obligations.
- Demonstrated experience in working with children;
- Qualification in Early Childhood;
- Highly developed administration skills;
- Highly developed interpersonal and communication skills;
- Confident manner and experience in working with the public;
- Ability to meet deadlines on a daily basis and manage competing priorities and tasks;
- Capacity to work independently with minimal supervision and collaboratively in a team environment;
- Understanding of, and commitment to, Workplace Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

POSITION HOLDER

Signature..... Date.....

SUPERVISOR

Signature..... Date.....