JOB DESCRIPTION

POSITION TITLE
St Paul Lutheran School OSHC (SPLASH – St Paul Lutheran After School Hours) Director
(Current service of 60+ licensed child places)
Permanent part-time position, 46 weeks per year, 28 hours per week

AWARD / AGREEMENT / SALARY
Educational Services (Schools) General Staff Award 2010

CLASSIFICATION
Level 8

COMMENCEMENT OF DUTIES
April 2016

BROAD RESPONSIBILITIES
This position is one of leadership involving cooperation with the school leadership team to ensure that an effective and meaningful learning environment is created and sustained within the school in accordance with St Paul Lutheran School’s Mission, Vision and Values.

The SPLASH Director:
- is appointed by the Principal;
- is responsible to the Principal and Business Manager
- the central aspect of the SPLASH Director’s role is to develop and maintain a quality OSHC and Vacation Care program;
- will generally assume the duties detailed; and
- may be required to fulfill other tasks at the direction of the Principal.

PERSONAL REQUIREMENTS
The SPLASH Director will:
- display discretion, confidentiality, honesty and integrity in his/her relationships with the different sectors of the school and wider community;
- demonstrate initiative and responsibility in the role of SPLASH Director; and
- demonstrate a strong commitment to the ethos of Lutheran schools.
POSITION OBJECTIVES
The Director is accountable to the Principal and Business Manager for the overall operation, management, and administration of the OSHC and Vacation Care Service, ensuring that:

- the Education and Care Service National Law and Regulations are met;
- the National Quality Framework standards are met as minimum operational standards;
- pedagogical leadership is provided to ensure quality care, recreation and leisure programs for children, and direction, support and continuous learning for staff;
- a vibrant, interesting, varied and appropriate children’s program is developed and implemented to meet the ongoing needs of the children;
- the philosophy, policies and procedures of the service are upheld, implemented and reviewed regularly to meet relevant requirements;
- all relevant legal and statutory requirements are monitored, complied with and implemented; and
- the children and families of the OSHC and Vacation Care community are encouraged to contribute to the quality and success of the service.

QUALIFICATION
Diploma in Out of School Hours Care or Children’s Services or higher relevant qualification, or an Education Degree.

SKILLS, KNOWLEDGE AND EXPERIENCE
The nature of the role requires the SPLASH Director to demonstrate:

- extensive experience in OSHC and Vacation Care or in another similar environment;
- an excellent understanding of the National Quality Framework;
- demonstrated experience in planning using the My Time Our Place Curriculum;
- experience in developing Quality Improvement Plans;
- a clear understanding of the Assessment and Rating process;
- a clear commitment to school policy and procedure;
- an ability to assist families in a sensitive supportive and professional manner;
- an ability to develop and implement positive behaviour management procedures;
- the ability to work with individual children with particular needs;
- the ability to oversee planning, development, implementation and evaluation of developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community;
- effective operational and human resource management skills;
- effective leadership, interpersonal and supervisory skills;
- effective verbal and written communication skills;
- efficient information technology skills;
- effective time management skills;
- the ability to negotiate effectively with stakeholders, authorities and community groups;
- knowledge of the responsibilities of the employer and employee under the Occupational Health & Safety Legislation;
- knowledge of and commitment to, the principles of equal opportunity;
SPECIAL REQUIREMENTS

- Current Senior First Aid qualification including asthma and anaphylaxis training
- DSCI working with children screening dated no less than 6 months ago
- Completion of Responding to Abuse and Neglect - Education and Care training
- Completion of LEA Valuing Safer Communities training (upon appointment if not already held)

ORGANISATIONAL RELATIONSHIPS

1. The Director will be responsible to the Principal and Business Manager.
2. The Director will respect and support the relationship that exists between SPLASH and school.
3. The Director will respect and support the relationship that exists between St Paul Lutheran School and the St Paul Lutheran Church congregation.

EXTENT OF AUTHORITY

The Director is:

- responsible for the overall day to day management and administration of the service on behalf of the St Paul Lutheran School and exercises decision making authority within that roll;
- authorised to sign documents and letters as delegated by the Principal; and
- authorised to manage human resources issues on a day to day basis and undertake responsibilities in relation to recruitment and staff disciplinary procedures in consultation with the Principal.

APPLICATION

Written applications addressing the Position/Person Description and including the contact details of three referees should be received by Monday 14 March 2016. Applications should be addressed to:

Leila Mattner
Assistant Principal
St Paul Lutheran School
lmattner@stpaulba.sa.edu.au