

Emmaus Out of School Hours Care (OSHC) Coordinator

Role Description

The OSHC Coordinator is a key role in the OSHC program, supporting the OSHC Director as second-in-charge and acting as Educational Leader.

The role provides practical leadership across daily program delivery, works directly with children as part of the ratio and supports safe and consistent practice across each session. This is a full-time position, working 48 weeks of the year with 4-weeks annual leave.

This is a temporary full-time appointment for 2027, with the potential for the role to transition to an ongoing position subject to organisational needs.

Program Leadership and Educational Practice

- ❖ Design, implement and review engaging OSHC programs that reflect My Time, Our Place, children's interests, family input and the School's Christian ethos in consultation with the Director.
- ❖ Keep program documentation, observations and reflections current, using the learning cycle to strengthen practice and guide continuous improvement.
- ❖ Work directly with children to build safe, inclusive and purposeful routines that promote wellbeing, belonging and active participation.

Session Leadership and Operations

- ❖ Coordinate daily OSHC sessions under the Director's leadership, ensuring educators understand routines, responsibilities, supervision arrangements and individual child needs.
- ❖ Act as Responsible Person when required, maintaining safe operations and escalating matters to the Director promptly and appropriately.
- ❖ Mentor educators through practical guidance, clear expectations and on-the-floor support that strengthens supervision, consistency and child-centred practice.



Child Safety, Wellbeing and Compliance Support

- ❖ Maintain accurate child medical information, including allergies, medication requirements and care plans, so educators deliver safe and responsive care.
- ❖ Audit First Aid supplies, support emergency and evacuation drills, and keep compliance records organised and current in student files.
- ❖ Coordinate behaviour guidance and individual support strategies with the Director, families and educators to promote consistent, respectful responses to children's needs.

Family Communication and Service Improvement

- ❖ Respond professionally to family enquiries, resolve routine matters and refer complex issues to the Director.
- ❖ Use observations, family feedback, attendance patterns and educator input to identify improvements and strengthen program planning.
- ❖ Contribute to Director-led reviews of policies, procedures, the service philosophy and the Quality Improvement Plan, and assist with Vacation Care planning, bookings, risk assessments, permission forms and family feedback.

Team & School Culture

- ❖ Work collaboratively with the OSHC Director, OSHC Team and wider staff to ensure efficient and effective service delivery.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus in all interactions.
- ❖ Participate in staff meetings, school committees, professional learning and school community activities as required.
- ❖ Undertake additional duties as directed by the OSHC Director.

Christian Commitment

- ❖ Model Christ-like character and values in all conduct, relationships and decision-making.
- ❖ Advance the School's mission through Christ-centred, biblically grounded service that nurtures wisdom, character and belonging.
- ❖ Participate actively in devotions, prayer and the School's Christian community.



Selection Criteria

Essential

- ❖ An approved Diploma-level qualification in Early Childhood Education and Care, School Age Education and Care, or another qualification relevant to OSHC service leadership.
- ❖ Demonstrated experience leading and guiding educators and/or coordinating daily operations in OSHC, school-age care or a comparable setting.
- ❖ Sound knowledge of the Education and Care Services National Law and Regulations, National Quality Standard and the My Time, Our Place framework.
- ❖ Excellent communication and interpersonal skills, with the ability to build positive relationships with children, families, staff and the wider school community.
- ❖ Highly organised, with strong attention to detail, sound judgement and the ability to manage competing priorities.
- ❖ Ability to maintain accurate records and handle confidential and sensitive information with integrity and discretion.
- ❖ Proficiency in Microsoft Word, Excel, Outlook and Teams, and confident to learn childcare management systems and other technology platforms.
- ❖ Hold a current Working with Vulnerable People registration or obtain one before commencing the role.
- ❖ Active membership of a Christian church and wholehearted support for the School's Christian mission, values and Statement of Faith.

Desirable

- ❖ Hold current First Aid, CPR, asthma and anaphylaxis certification, or be willing to obtain and maintain these qualifications.
- ❖ Experience using Xplor or an alternate childcare management system.