

POSITION DESCRIPTION – Assistant Coordinator – Outside School Hours Care

REPORTS TO:	Coordinator Outside School Hours Care
GRADE/AWARD/LEVEL:	Children's Services Award Level 5
PROGRAM:	Outside School Hours Care
WORKING WITH CHILDREN:	Clearance required, Child related role

PURPOSE

The Assistant Coordinator is responsible for working closely with the Coordinator to provide programs for children aged 5 – 12 years in Before School Care, After School Care and Vacation Care. This includes ensuring that all policies and procedures are adhered to, building relationships with children, their families and school staff, and assisting the Coordinator with administrative duties relevant to the running of the service. The Assistant Coordinator will work with the Coordinator to ensure programs satisfy relevant regulations and the National Quality Framework (NQF).

RESPONSIBILITIES

1. To provide high quality childcare through assisting in the preparation of programs, and implementing and evaluating the experiences of the children by:

- Where deemed appropriate by the Coordinator, take on the role of Educational Leader within the service, provide guidance, and support to the team on best practice programming.
- Observing and recording children's interests.
- Providing an environment that is safe, stimulating, and well resourced.
- Regularly evaluating the program to ensure it caters for the interests and needs of school age children and meets the requirements of the 'My Time - Our Place' Framework.

2. To assist the Coordinator in ensuring the relevant legislation and National Quality Framework requirements are being met by:

- Being familiar with legislation and the standards contained in the National Quality Framework and Education, and Care National Regulations as applicable to Outside School Hours Care.
- Ensuring the implementation of programs satisfies the regulatory, legislative and NQF requirements.

3. To foster a positive working relationship with parents, families and the school staff and community by:

- Providing feedback to the Coordinator regarding ways in which the service can continue to improve and meet the needs of families.
- Communicating with families on a daily basis about their child's participation in the program.
- Advising families about the program, policies and procedures when required.

4. To assist the Coordinator in promoting a collaborative team approach to service delivery and foster supportive staff relationships by:

- Communicating with staff on a daily basis about the program and the needs of children.
- If deemed the Educational Leader, bring the staff together on matters relating to program development and provide direction and support to the Coordinator on programming.
- Ensuring staff remain familiar with the Children's Services policies and procedures.

5. To carry out tasks that help ensure the efficient administration of the service by:

- Assisting the Coordinator regarding enrolments in the programs.
- Acting as the "Certified / Day to Day Supervisor" for the service in the absence of the Nominated Supervisor
- Ensuring attendance sheets are completed and other documentation is kept as per requirements.
- Working in support of the Coordinator on administrative tasks which help ensure the efficient day to day operation of the service.
- Contribute to the maintenance and development of policies and procedures for the service.

SUPERVISORY RESPONSIBILITIES

The Assistant Coordinator, Outside School Hours Care is responsible for supervising all child care workers in Before and After School Care and Vacation Care in the absence of the Coordinator.

REQUIRED COMPETENCIES

To perform the job successfully, the Assistant Coordinator Outside School Hours Care should demonstrate the following competencies:

- Leadership – individuals taking responsibility for their performance with integrity and diligence. The ability to lead and support staff in the absence of the Coordinator.
- Teamwork – the ability and desire to work cooperatively with others on a team.
- Oral and written Communication skills – the ability to express oneself clearly in written and verbal interactions with others.
- Relationship building – the ability to develop, maintain, and strengthen partnerships with others inside and/or outside the organization. Along with a diplomatic approach to resolving any issues which may arise between the service and the attached school.
- Client focus – commitment to supporting the excellence in CatholicCare programs and interventions, enabling all CatholicCare clients to achieve their goals and potential.

EDUCATION, KNOWLEDGE, AND EXPERIENCE

Essential:

- Qualifications or significant experience in working in outside school hours care
- Relevant experience working with children
- Skills and experience in team leadership
- Current First Aid Certificate
- Current Asthma and Anaphylaxis certification
- Completion of the "Identify & Respond to Children and Young People at Risk" certificate
- Knowledge and understanding of programs for school age children
- Skills of communicating with staff, families and the school community
- The required background to gain a Supervisor Certificate and willingness to take on the role of Certified/Day to Day Supervisor for the service when the Coordinator is absent.
- Skills in using computer programs such as Word and Microsoft Outlook
- Current valid Working with Children Check clearance
- The required background to take on the role of Educational Leader for the service and willingness to hold this responsibility
- Knowledge of legislation relevant to Outside School Hours Care and the National Quality Framework as it applies to Outside School Hours Care

Desirable:

- Knowledge of Child Care Benefit legislation
- Qualifications in Outside School Hours Care

Higher Duties is only applicable if the Assistant Coordinator replaces the Coordinator for more than 2 consecutive days.