

POSITION DESCRIPTION – Coordinator Outside School Hours Care

REPORTS TO:	Area Coordinator Children's Services
GRADE/AWARD/LEVEL:	Children's Services Award Level 6 or 6A
TEAM/WORK LOCATION:	Children's Services
PROGRAM:	Outside School Hours Care
WORKING WITH CHILDREN:	Clearance required, child related role

PURPOSE

The Coordinator is responsible for the provision of programs for children aged 5 – 12 years in Before School Care, After School Care and Vacation Care. This includes organising staff, ensuring that all policies and procedures are adhered to, building relationships with families and school staff, and carrying out the day to day administration of the service. The Coordinator is also responsible for overseeing the implementation of relevant regulations and the National Quality Framework.

RESPONSIBILITIES

- 1. Provide high quality childcare through the preparation, implementation and evaluation of experiences for children by:**
 - Developing age appropriate programs which satisfy required standards and are in line with the needs and interests of the children and the 'My time - Our place: Framework for School Age Care.'
 - 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.
- 2. Oversee the implementation of relevant legislation and the National Quality Framework for Outside School Hours Care by:**
 - Being familiar with legislation and the standards contained in the National Quality Framework as it applies to Outside School Hours Care.
 - Ensure the service is operating in a manner which allows quality standards to be met and sustained.
 - Supervising and mentoring other staff to implement the required standards.
 - Adhere to the Education and Care National Regulations.

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

- Regularly communicating with the school about ways in which the service meets the needs of families.
- Communicating with families on a daily basis about their child's participation in the program.
- Ensuring families are kept up to date about the program, policies and procedures.

4. Ensure a collaborative team approach to service delivery and to foster supportive staff relationships by:

- Implementing a thorough induction process for new staff.
- Communicating with staff on a daily basis about the program and the needs of children.
- Ensuring staff are familiar with the Children's Services policies and procedures.
- Holding staff meetings as necessary to help ensure good staff communication and involvement in decision making.
- Carrying out staff appraisals and holding staff supervision sessions as appropriate.
- Assisting in the resourcing of staff as required.

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

- Liaising with the Manager regarding enrolments in the programs.
- Ensuring attendance sheets are completed and other documentation is kept as per the requirements of Child Care Benefit legislation.
- Managing fee payments from families.
- Carrying out tasks as necessary to ensure the efficient day to day operation of the service.
- Liaising with the Manager regarding implementation of the service budget.
- Contribute to the maintenance and development of policies and procedures for the service.

SUPERVISORY RESPONSIBILITIES

The Coordinator, Outside School Hours Care is responsible for supervising all Child Care Workers in Before and After School Care and Vacation Care.

REQUIRED COMPETENCIES

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

- Leadership – individuals taking responsibility for their performance with integrity and diligence.
- 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 business writing and in conversations and 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.
- Risk management – the ability to assess and manage day to day risks both on site and relating to off site vacation care services, responding appropriately to any crisis situations

EDUCATION, KNOWLEDGE, AND EXPERIENCE

Essential:

- Current First Aid and CPR Certificate
- Current Asthma and Anaphylaxis
- Completion of Identify and Respond to Children and Young People at Risk (CHCPRT001 or previous equivalent)
- The required background to gain a Supervisor Certificate and willingness to take on the role of Nominated Supervisor for the service.
- Relevant experience working with children
- Skills and experience in team leadership
- Knowledge and understanding of programs for school age children
- Skills of communicating with staff, families and the school community
- Ability to manage a budget
- Skills in using computer programs such as Word and Microsoft Outlook
- Current and valid Working with Children Check clearance
- Knowledge of the Education and Care National Regulations and National Quality Framework

Desirable

- Knowledge of Child Care Benefit legislation
- The required background to take on the role of Educational Leader for the service and willingness to hold this responsibility if required
- Qualifications in Outside School Hours Care