



## Position Description

<b>Position Title:</b>	After College Hours Care & Vacation Care Supervisor
<b>Reports To:</b>	Authorised Supervisor
<b>Directly Manages:</b>	Children Within the After Colleges Hours Care (ACHC) and Vacation Care Services
<b>Liases With:</b>	ACHC Staff, Vacation Care Staff, Early Learning Centre Staff and Primary Staff
<b>Employment Details:</b>	Part Time – ACHC during term time only Part Time – Vacation Care during non-term time and student free days
<b>Award:</b>	Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017
<b>Member of:</b>	ACHC Team
<b>Start Date:</b>	
<b>Contract Period</b>	N/A
<b>Appraisal Process:</b>	Review conducted by Authorised Supervisor
<b>Qualifications</b>	Diploma of Children’s Services. Current First Aid Certificate. Asthma/Anaphylaxis Certificate (desirable).
<b>Experience:</b>	Working with children 5-12 years old desirable, undergone process of National Quality Standards assessment & rating.
<b>Professional Attributes:</b>	<p>Work cooperatively as a member of a team and support the Anglican Ethos of the College.</p> <p>Understand the My Time, Our Place Framework and how to incorporate the framework into high quality teaching/learning programs.</p> <p>The ability to observe, gather and interpret information about children.</p> <p>Understand regulations and licensing guidelines related to ACHC and Vacation Care.</p> <p>Understand the importance of implementing effective policies and procedures related to ACHC and Vacation Care.</p> <p>The ability to maintain appropriate and up-to-date records.</p>
<b>Position Goal:</b>	The role of the Supervisor is to effectively manage the children and other workers within an ACHC and Vacation Care services, produce high quality teaching/learning programs, monitor each child in the service and support the Authorised Supervisor in the implementation and review of the regulations, guidelines, policies and procedures necessary to provide a clean, healthy and safe indoor and outdoor environment for children and staff.

**Position Duties:**

**Ensuring the ACHC and Vacation Care Services observe all government legislative and regulatory requirements.**

- Developing programming and assessment practices that incorporate the My Time, My Place Framework and fulfil the NSW Community Services, National Quality Standards, Federal Department of Education and College requirements.
- Implementing policies and procedures that ensure all Work Health and Safety legislative requirements and National Quality Standards are appropriately addressed.
- Maintaining and helping to review appropriate policies and procedures for the ACHC and Vacation Care Service.
- Ensuring the maintenance of a healthy and safe work environment.
- Ensuring a safe, healthy and clean indoor and outdoor environment for children.

**Promoting and ensuring quality teaching and learning.**

- Ensuring programs are planned, implemented and evaluated for each child in the service.
- Observing, gathering and interpreting information about children to inform the planning and implementation of programs and the preparation of environments and experiences which engage and are meaningful for the children in the Service.
- Providing supervision, support and guidance to the other workers in the Service.
- Liaising with staff to ensure consistent programming and delivery practices across the Service.
- Liaising with Early Learning Centre and College staff to share information about students to ensure continuity of care.
- Liaising with parents as to the needs of the children in the Service.
- Liaising with other professionals as to the needs of the children at the Service to ensure learning experiences are provided that cater for the individual needs of each child.

**Promoting effective administration of the Service.**

- Updating other staff about relevant requirements, procedures and deadlines.
- Carrying out the administrative duties necessary for effective service management.
- Carrying out the administrative duties necessary to meet child care responsibilities.
- Performing administrative duties such as rolls and receipting.
- Maintaining appropriate and up-to-date records.

**Contributing positively as a member of a team and working collaboratively with ACHC and Vacation Care staff.**

**Other duties as required by the employer.**