

Position Description



**EMMANUEL
ANGLICAN
COLLEGE**

Learning ~ Living ~ Leading

Position

After College Hours Care / Vacation Care Educator

College Overview

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

Position Overview

The role of the ACHC Educator is to effectively contribute to the implementation of the ACHC and Vacation Care Programs under the general direction of the ACHC coordinator and Director of the Early Learning Centre.

Key Responsibilities

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

- Assist with implementation of 'My Time Our Place' and support the fulfilment regulatory requirements including the National Quality Standards and College policies.
- Assist with the implement ACHC routines and supervise students to ensure a safe, healthy and clean environment for students.
- Assist with planning, implementation and evaluation of the ACHC Program
- Plan and implement activities involving students.
- Interact positively with students, giving each child individual attention and support as required.
- Setting up and packing up equipment and resources used in activities.
- Work collaboratively with other ACHC educators, sharing relevant information about students as required and following directions from the ACHC Coordinator and Director of the ELC.

Essential criteria

- 18 years or older.
- Reliable, energetic, proactive and ablet to demonstrate initiative.
- Experience working/volunteering in coaching, refereeing, tutoring or other settings involving working with children and young people.
- Well organised and able to communicate effectively and appropriately with adults and primary aged students.
- Hold a valid working with children check.

ACHC Hours

During term time – Monday to Friday 2:45 pm to 5:30 pm

Vacation Care Hours

During non-term time – Monday to Friday 8:30 am to 4:30 pm

Remuneration

The appointee to this position will be remunerated in accordance with the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement as a Childcare Worker (Long Day Care, Preschool and OOSH Centre) on Step 1 of the salary scale.