

# Position Description



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

## **Position**

After College Hours Care & Vacation Care Supervisor and  
Early Childhood Educator

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## **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 After College Hours Care & Vacation Care Supervisor will effectively manage the children and other workers within the ACHC and Vacation Care services. They will produce high quality teaching and 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. This will include time working within the Early Learning Centre. Working hours for this role are:

- ACHC during term time – 27.25 hours per week
- Vacation Care non term time – 38 hours per week

## **Key Responsibilities**

**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 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 administrative duties necessary for effective Service management.
- Carrying out the administrative duties such as marking rolls and recording attendance
- Maintaining appropriate and up to date records.
- Any other tasks required to support the operation of the Service.

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

#### **Knowledge, Skills and Qualifications**

- Certificate III or Diploma of Children's Services or working towards
- Current First Aid Certificate
- Asthma/Anaphylaxis Certificate (desirable)
- Experience working with children 5-12 years old (desirable) – 3 to 5yr old desirable
- Understand the My time, Our Place Framework and how to incorporate the framework into high quality teaching/learning programs
- Ability to observe, gather and interpret information about children
- Understand regulations and licensing guidelines related to ACHC and Vacation Care
- Understand the importance of implementing effective policies and procedures related to ACHC and Vacation Care
- The ability to maintain appropriate and up to date records

#### **Personal Qualities and Attitudes**

- Willingness to support the Anglican Ethos of the College
- Good interpersonal skills
- Excellent organisational skills
- Ability to work effectively as a team member
- Reliable and self-motivated

#### **Remuneration**

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