



# The Springfield Anglican College

## Position Description: Assistant Director - After and Before College Care (ABCC) and Early Years ABCC

Last Reviewed: February 2020

### STUDENT PROTECTION

*Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.*

### 1. POSITION DETAILS:

<b>Position Title:</b>	Assistant Director- After and Before College Care (ABCC) and Early Years ABCC
<b>Location:</b>	Primary Campus - After and Before College Care (ABCC)
<b>Award / Classification:</b>	Level 5.1 in accordance with the Children's Services Award 2010
<b>Status:</b>	Full Time
<b>Experience:</b>	Previous experience in an After and Before College Care Program including Vacation Care Program
<b>Blue Card:</b>	Yes required
<b>Reports To:</b>	Head of Primary through the Nominated Supervisor, ABCC
<b>Responsible For:</b>	Second in charge of the effective and compliant operation of the After and Before College Care Program, including Vacation Care Program (ABCC).
<b>Last Reviewed:</b>	February 2020

### 2. POSITION PURPOSE:

Responsible to the Head of Primary through the Nominated Supervisor, ABCC, the Assistant Director contributes to the ABCC vision and goals through compliant and effective operation of the ABCC and ABCC Early Years outside school hours and vacation care programs.

### 3. KEY ROLE OBJECTIVES:

The Assistant Director ABCC and Early Years ABCC is responsible for the achievement of specific outcomes in the following key strategic areas:

**Support the overall administration of the facility:** In concert with the Nominated Supervisor, ABCC, the Assistant Director ABCC and Early Years ABCC, ensure the efficient and effective delivery of after and before college care and vacation care.

**Develop, implement and supervise developmental programs and the quality of care the ABCC provides: Being a pedagogical leader:** Develop, implement, evaluate and supervise appropriate daily routines with educators and children to provide an effective learning and social environment are maintained in accordance with National Quality Standards and using the My Time Our Place framework for children in your care.

**Maintain policies and procedures and ensure ABCC adheres to all relevant legislation:** Implement policies and procedures to maintain a professional and safe environment for both children and staff in your care.

**Establish and maintain effective communication systems with staff and parents:** Provide and develop effective communication tools for all staff to utilize when communicating to staff, co-workers and parents.

**Develop liaison with other facilities in the community as required:** Establish professional relationships with other educators to assist with professional development and professional communication.

**Maintain ABCC records and day to day administrative matters:** Provide effective administration/supervision of the maintenance of ABCC records and day to day clerical/administrative operations.

**National Quality Standards –** In concert with Head of Primary and the Nominated Supervisor, staff develop and implement the service's Quality Improvement Plan.

### 4. DUTY STATEMENT:

The Assistant Director ABCC and Early Years ABCC will achieve the Key Role Objectives by:

#### 4.1. Contributing to overall administration of the facility:

- Develop and implement the Quality Improvement Plan for the facility in an efficient and timely manner.
- Prepare regular reports for the Director of ABCC – ABCC
- Manage physical facilities and ensure all resources and equipment are maintained.
- Manage purchases for the services within the prescribed budget.
- Develop and implement programs to enhance the physical, social, emotional and intellectual development of young children.

- Demonstrate commitment to ongoing professional development
- Attend relevant training as required
- Ensure knowledge and skills are up to date with current practices and trend in the OSHC sector
- Ensure appropriate qualifications for the position are maintained
- Conduct regular staff meetings.
- Provide information to the Nominated Supervisor of ABCC and the Administration Officer to complete financial reports in an effective and timely manner.
- Meet regularly with the Head of Primary ensure consistency throughout the College.

#### **4.2. Contributing to the development, implement and supervision of developmental programs and the quality of care:**

- Read widely to enhance understanding of pedagogical practices that will assist in the leadership of educators at the service to provide collaborative partnerships that ensure maximum opportunities for high quality outcomes.
- Ensure that the written program is displayed for children and educators at the beginning of the week.
- Assist in developing and implementing programs to ensure they are child-oriented and developmentally appropriate.
- Assist in planning a varied program of interesting activities including excursions and incursions for each vacation care period and distribute such program at least three weeks prior to the holiday period.
- Monitor, support, guide and supervise educators in the implementation of programmed activities.
- In concert with the Nominated Supervisor, ABCC, evaluate programs regularly and make appropriate modifications and recommendations to meet the needs of children.
- Ensure that educators follow inclusive practices to meet the needs of all children.
- Direct and supervise educators and other staff in providing care and supervision for children.

#### **4.3. Maintain policies and procedures:**

- Ensure that policies and procedures are in line with government standards, the National Quality Framework.
- Contribute to the implementation of policies on a broad range of issues including safety, medications and behaviour management that are in line with College policies.
- Assist in implementing safety policies and procedures to ensure Work Health and Safety legal compliance.
- Monitor policies and procedures to ensure they cover the needs of the service.
- Assist in the annual review and update of all policies and procedures.

#### **4.4. Involvement in the development of processes for recruitment, orientation and support of staff:**

- Develop appropriate orientation processes to ensure a smooth transition for the new employee.
- Provide support and mentoring to staff.
- Participate in job interviews when required.
- Ensure candidates align with the ethos of the College and have appropriate skills and qualifications.

#### **4.5. Identify and assist in meeting the professional development needs of service staff:**

- Coordinate professional development opportunities.
- In concert with the Nominated Supervisor, ABCC and Human Resources, increase the quality of staff through professional development.
- Communicate with staff and identify training needs through various tools including an annual learning plan.

#### **4.6. Maintain and implement effective communication systems with staff and parents:**

- Meet regularly with the Head of Primary to develop communication with parents.
- Develop communication systems in concert with the Nominated Supervisor, ABCC.
- Conduct regular staff meetings.
- Liaise with parents directly and through regular newsletter contributions.
- Liaise with College staff as required.
- Encourage parent involvement in the service program
- Provide suitable orientation and information for new families
- Maintain confidentiality
- Be sensitive and understanding of the different needs of families
- Be available to discuss issues with families as they arise.

#### **4.7. Liaison with other facilities in the community as required:**

- Develop appropriate community and external networks.
- Develop and implement effective communication systems within the community
- Be aware of community needs and changes as they occur and how these can or do influence the service
- Actively promote the service within the community through various avenues which may be available from time to time

#### **4.8. Play a key role in the maintenance of ABCC records and day to day administrative matters:**

- Maintain all records in concert with the Nominated Supervisor, ABCC and the Administration Officer.
- In the absence of the Administration Officer, attend to ABCC emails and action, amendments to rolls, take payments and issue receipts.
- Manage necessary financial accounts for the centre in an efficient and timely manner.
- Prepare regular reports for the Nominated Supervisor, ABCC.

#### **4.9. Contribute to the service's compliance with annual budgets**

- Follow service budget.
- Account for petty cash expenditure in accordance with service procedures.
- Liaise with the Finance Department.
- Provide necessary financial and enrolment information.
- Provide feedback on draft budgets when necessary.



#### **4.10. Ensure the service National Quality Standards, in concert with Nominated Supervisor, ABCC and ABCC staff develop and implement the service's Quality Improvement Plan:**

- Monitor service's progress through NQS
- Ensure compliance with NQS
- In concert with the Nominated Supervisor, ABCC facilitate and plan NQS implementation and compliance within the service
- Submit required documentation in a timely manner.

### **5. COLLEGE EXPECTATIONS**

Support staff at The Springfield Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's clients
- Strategic in their leadership and management
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College relationships
- Focused on participating in developing a culture of excellence

### **6. PROFESSIONAL RESPONSIBILITY**

The Assistant Director ABCC AND Early Years ABCC is responsible for meeting the following key result areas. The responsibility should be read within the context of the Statement of Effective Support Services.

#### **Student Protection:**

The Assistant Director ABCC and Early Years ABCC will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.

#### **Commitment to the College Vision and Goals:**

The Assistant Director ABCC and Early Years ABCC demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value-based approaches. This commitment includes actively supporting and participating in the College extracurricular programs. The Educator will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.

#### **Service Delivery:**

The Assistant Director ABCC and Early Years ABCC provides quality support to the ABCC and ABCC Early Years teachers in the delivery of quality teaching and learning to students; assisting in the teaching program; preparing and setting up equipment, clean and perform other such duties as required by the teaching staff. The Educator assists in the provision of a safe learning environment for ABCC and ABCC Early Years children; providing assistance/supervision for excursions/sports days and other outdoor activities. The Educator will work with children individually on a one to one basis, or in small groups under the direction of the teaching staff. The Educator administers simple first aid to children; assists with toileting; provides general administrative support e.g. photocopying, laminating or making charts or games and assists with College related occasions e.g. parent evenings.

**Preparation:**

The Assistant Director ABCC and Early Years ABCC prepares and maintains teaching and learning resources as required by the ABCC and ABCC Early Years teacher; developing, under the direction of teaching staff, suitable resources for the quality learning experience for the students. The Assistant Director ABCC and Early Years ABCC supports teaching staff in the daily program; liaising with relevant staff regarding timetables and ordering of appropriate equipment as required. The Assistant Director ABCC and Early Years ABCC provides administrative assistance including typing teachers' notes and work programs, duplicating/ photocopying teaching materials, assisting in organising off-site activities.

**Community Relations:**

The Assistant Director ABCC and Early Years ABCC contributes to the College's relationships with parents and other stakeholders; The Assistant Director ABCC and Early Years ABCC models a high standard of personal behaviour to students. The Assistant Director ABCC and Early Years ABCC works collaboratively as a member of the team; participating in meetings, activities and networks relevant to the position, and participate in extra curricula activities as appropriate.

**Duty of Care:**

Contribute to the College's duty of care for both staff, parents and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.

All employees recognise and accept that multi -skilling is an essential component of employment with The Springfield Anglican College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

## 7. SELECTION CRITERIA

To be successful in appointment to the position of Assistant Director ABCC and Early Years ABCC you need to demonstrate that you meet the following criteria.

- Significant experience in child care administration in a large outside school hours care facility, and face to face experience with primary and lower secondary school age children (4-13 years) including planning and evaluation of programs.
- Motivation to see children learn and develop.
- Diploma or Advanced Diploma in Children's Services.
- Queensland Working with Children Blue Card.
- National Police Check.
- Current First Aid Certificate with Anaphylaxis and Asthma.



# The Springfield Anglican College

## Statement of Effective Support Services

The College believes that success of support staff will occur when they are committed to the provision of quality professional services for staff, students, and families, which adds value to the College's operations and programs.

### **This will be achieved through:**

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing the use of technology

### **Critical to our success will be an approach that:**

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in your work
- Is proactive
- Seeks continuous improvement through opportunities for training and development