

## Casual Aftercare Supervisor

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria.

We are seeking an experienced, passionate and nurturing Aftercare Supervisor to join the Huntingtower team. The successful candidate will work in collaboration and support the Aftercare program and the day-to-day activities of the centre.

This position will require you to be a strong organiser but flexible and able to work comfortably in a small team environment. You will have outstanding interpersonal and communication skills, to enable you to share with staff, students and parents.

To be successful you will have some experience in a similar role and hold or studying towards a relevant Childcare qualification. If you are passionate about supporting and guiding students, we want to hear from you!

The Supervisor role is responsible for

- Leading and overseeing the day-to-day program development, implementation and evaluation of the Aftercare Program whilst ensuring compliance and administration requirements are met
- Providing leadership and positive role modelling for the children, whilst working as a member of a co-operative team
- Supervising and supporting a group of primary-aged children
- Fostering an environment that encourages social interaction, creativity and personal growth

**This is a casual position commencing as soon as possible. We are looking for candidates with availability from Monday to Thursday from 3-6pm, school term time only.**

Our staff are the backbone of our enviable community and culture, and together produce high quality teaching and learning experiences for our students. We offer a range of general and role specific benefits in recognition of the ongoing valuable contributions our staff make.

Information about the School and a position description is available on the [Huntingtower employment website](#).

If you are a vibrant, warm, supportive, and professional person who would like to become involved in a caring environment, please submit your application to [employment@huntingtower.vic.edu.au](mailto:employment@huntingtower.vic.edu.au) by **Friday 9 February 2024** together with the names, addresses and telephone numbers of three referees.

We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible. The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

## Position Description

### Casual Aftercare Supervisor

#### Nature of Role

The Aftercare Supervisor plays a pivotal role in ensuring the smooth operation and supervision of the school's aftercare program. This position will oversee the program, maintain compliance and provide a safe and nurturing environment for students during the after-school hours.

#### Main Responsibilities and Duties

The Aftercare Supervisor is responsible for;

- Developing and facilitating an engaging child-centered program which is nurturing, fun, safe and compliant. This includes creating Term programs and linking outcomes which are displayed in the Centre
- Supervising and supporting primary aged students
- Planning, setting up and organising all age-appropriate activities and games to engage students and enhance their learning experiences
- Fostering clear and effective communication with parents, students, and school administrators regarding program updates, changes, and student progress.
- Overseeing the daily operations of the Aftercare program, including the responsibility of ensuring adherence to all applicable school policies, safety regulations, and licensing prerequisites.
- Keeping records and documentation up to date
- Ensuring a safe and secure environment for all students
- Purchasing, preparing and serving healthy food options and ensure menu is displayed
- Ensuring the regular laundering of tea towels and aprons on a weekly basis
- Maintaining the cleanliness, organisation and proper upkeep of the program's facilities, including the refrigerator and cupboards
- Displaying student photos and art works
- Drafting comprehensive program reflections
- Ensuring consistent and prompt response to all afterschool care emails
- Ensuring timesheets are completed and submitted for all staff on a fortnightly basis
- Completing assessments for each student
- Rostering staff as required
- Supervising and training of ASC staff
- Supervising and reporting on Duke of Ed Students and ensuring their details are recorded in the staff records book
- Facilitating a termly Staff meeting and attending management meeting with the Head of Junior School
- Attending other meetings as required

#### Compliance

- Creating students and staff food allergy sheets
- Compiling, checking and filing enrolment forms
- Transferring attendance sheet to an excel spreadsheet each week.
- Entering all information required into *Hubworks* for Child Care Subsidy.
- Completing Injury and incident report forms and ensuring they are countersigned by parents
- Ensuring a Fire Drill is completed and recorded once per term
- Confirming staff details are accurate and up to date
- Ensuring all students with allergies, medical conditions, anaphylaxis have their action plans in medical book and any medications needed are kept at the centre
- Maintaining and ensuring First Aid kits are replenished- including yearly EpiPen replacement
- Updating Quality Improvement Plan at least yearly

- Keeping abreast of changes in legislation
- Maintaining and safeguarding the necessary records for auditing purposes and forwarding the relevant documents to the office at the end of year

### **Service Excellence and Customer Relationship Management**

- Deliver accurate and effective communications to all Stakeholders
- Excellent consulting, writing, editing (text and photo, presentation and communication skills
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- Ability to handle confidential information with integrity
- Excellent interpersonal skills and customer-service skills
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values.

### **Position Requirements**

- You have completed or studying towards a childcare related Diploma or equivalent qualification as approved by the ACEQAA
- Studying in an education course would be an advantage
- Previous experience in supervising or working with children in an educational or childcare setting
- Experience in managing Office 365 and the integration with onsite Student and School Information Systems or equivalent
- Hold a valid First Aid (HLTAID0011) and Anaphylaxis qualification or be prepared to complete both qualifications
- Availability is from 3:00pm -6:00pm, Monday to Thursday, School term time only
- The ability to find solutions through creative thinking and collaboration
- Ability to manage competing priorities and deadlines with attention to detail
- Ability to work autonomously as well as within a team
- Ability to maintain high levels of confidentiality and professional conduct
- Is flexible and has an ability to adapt and operate effectively in a demanding and changing business environment
- Commitment to ongoing professional development and participation in Professional Learning activities provided by the School
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture
- A positive history of working with children and experience in child-related work

### **Flexibility**

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- Some duties will need to be performed at times other than during normal working hours. These duties have been acknowledged in your salary
- The post holder is required to be flexible in developing their role in agreement with the Head of Junior School and Principal

### Reports to:

- Head of Junior School
- Principal

### Key Relationships

- Director of Business Operations
- HR officer
- Staff
- Students
- Huntingtower Community

### Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

### Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy

- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*