

Casual Aftercare Educators

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 Educators to join the Huntingtower team. The successful candidates will work in collaboration and support the Aftercare program and the day-to-day activities of the centre.

These positions 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 Educator role is responsible for

- Delivering a great experience for students and families
- Supporting the Aftercare Supervisor with planning, preparation and service delivery
- 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

These are casual positions commencing at the beginning of the 2025 school year. We are looking for candidates with availability from Monday to Thursday from 3-6pm, school term time only.

Our people 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.

A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment at Huntingtower.

Information about the School can be found on our [website](#) and the position description is available below.

If you are a vibrant, warm, supportive, and professional person who would like to become involved in a caring environment, please submit your application via the [Huntingtower website](#) by **Friday 10 January 2025** 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 Educator

Nature of Role

The Aftercare Educator is a vital member of the aftercare team, responsible for creating a safe, supportive, and enriching environment for students during the after-school hours. This role focuses on providing educational and recreational activities that facilitate the holistic development of students while maintaining a nurturing and structured setting.

Main Responsibilities and Duties

The Aftercare Educator is responsible for;

- Assisting with age-appropriate educational and recreational activities to engage students
- Supporting a group of primary aged students
- Fostering an environment that encourages social interaction, creativity and personal growth
- Ensuring the safety and wellbeing of students
- Implementing and enforcing behavioural guidelines, addressing any issues as they arise in collaboration with the Aftercare Supervisor
- Assisting students with their homework and provide academic support when needed
- Preparing nutritious food and maintain a clean environment
- Maintaining open and effective communication with parents and the Aftercare supervisor
- Organising program materials, supplies and resources effectively
- Sharing insights into student progress, concerns and successes
- Reporting any maintenance needs to ensure a safe and functional environment

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 certificate III or higher or equivalent qualification as approved by the ACEQAA
- Knowledge of child development and educational best practices. Studying in an education course would be an advantage
- 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 positive history of working with children, and experience in child-related work
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture

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 Afterschool care Supervisor, Head of Junior School and Principal

Reports to:

- Afterschool care Supervisor
- Head of Junior School
- Principal

Key Relationships

- Staff
- Students
- HT 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*