



### Position Description

Position:	Assistant
Reports to:	Coordinator/Team Leader
Department:	Outside School Hours Care (OSHC / OOSH)
Date:	2011

#### **Primary Purpose**

Outside School Hours Care (OSHC/ OOSH) may include Before School Care, After School Care or Vacation Care.

The Assistant is responsible for:

- Providing a high level of customer service.
- Assisting with the planning, delivering and adapting activities for primary school aged children, which are safe, fun, stimulating and carry educational value.
- The welfare and safety of children at all times.
- Deliver high-quality and value-for-money activities.
- Building positive relationships with stakeholders.
- Following Extend policies and procedures.

#### **Position in Context**

The Assistant is responsible to the Coordinator. The role of the Assistant includes meeting and greeting families as they arrive, ensuring sign-in and sign-out procedures are followed and delivering a range of planned activities for children. Outside School Hours Care includes sports and physical activities, artistic and creative activities and a homework club for children who need structured guidance to complete homework at the end of the day. Children must be adequately supervised at all times.

The Assistant is required to follow policies and procedures for children's safety and welfare such as sign-in and sign-out sheets, health and hygiene, incident and accident reports, weekly and monthly attendance reports.

The Assistant is responsible for adherence to the Outside School Hours Care Quality Assurance process (as directed by the Coordinator).

#### **Freedom to Act / Autonomy**

The Assistant is responsible for delivering activities in OSHC and is required to exercise judgment in determining appropriate activities for the safety and welfare of the children involved in the activities.

## **Major Responsibilities and Duties (Key Performance Indicators)**

### **1. Effectively assist in the operation of the Outside School Hours Care Service.**

- Assist in the planning, implementation and evaluation of a stimulating and diverse program relevant to the developmental needs of children attending the service including those with additional needs.
- Assist in organising and maintaining program materials and resources.
- Use program resources effectively.
- Ensure that the program venue is tidy and maintained at a high standard.
- Establish and apply appropriate guidelines that encourage positive behaviour.
- Act as an appropriate role model for children.
- Facilitate effective interaction between groups and individuals utilising the service.
- Administer procedures that ensure the health and safety of those using the service.
- Implement daily activities.
- Report observations of individuals or groups of children for planning purposes.
- Attend Outside School Hours Care training and networks when appropriate.
- Act as an advocate for Extend and consistently promote the values and beliefs of the organization.
- Operate service in accordance with the National Standards for Outside School Hours Services.
- Contribute to Self Study and Continuing Improvement as part of OSHC Quality Assurance.

### **2. Communication and liaison with families and the community**

- Assist the Coordinator with developing and maintaining a positive partnership with parents and guardians. This involves greeting parents and informing them of any relevant information regarding their children.
- Assist the Coordinator to establish and maintain links with the school community, local networks, resource agencies and other relevant organisations.

### **3. Staff communication and supervision**

- Receive supervision and support from the Coordinator.
- Communicate effectively with all staff, including Head Office staff.
- Assist the Coordinator in the evaluation and implementation of service procedures.

### **4. Organisational relationships**

- Report to the Coordinator with any issues or concerns.

## **Key Contacts**

### **Internal**

- Report to the Coordinator and keep him/her apprised of activities.
- Work co-operatively and effectively with administrative support staff.
- Work co-operatively and provide support and guidance for assisting staff and volunteers.

External

- Parents and children associated with holiday activities.
- Representatives from the school community including staff of the host school/facility.

**Competencies (Knowledge Skills and Experience)**

- A commitment and understanding of the Extend (Australia) vision and mission.
- An ability to deliver stimulating and fun activities for children in a safe and secure environment.
- Level 2 First Aid, Anaphylaxis and Asthma Management certification.
- Enrolment in or completion of a relevant Children's Services qualification, in accordance with the Children's Services Regulations 2009.
- A previous involvement with, and understanding of, children's activities.
- Excellent communication and customer service skills.
- Very good administrative and organisational skills.
- The ability to supervise and encourage children to have fun within a safe environment.

**Conditions of Employment**

**Position**

This is a casual position based on the needs of the program and school.

**Working Environment**

Extend is committed to providing a working environment free from harassment.

Extend is a smoke free environment.

Extend has a high level of customer focus and is committed to delivering high-quality activities.