



## Position Description

<b>Position Title</b>	Child Care Centre Coordinator
<b>Campus</b>	Gandel Besen House (GBH) and Fink Karp Ivany (FKI)
<b>Industrial Instrument</b>	Mount Scopus Memorial College and Gandel Besen House Administrative Support Staff Agreement 2017
<b>Classification</b>	Grade 3 (Above Scale)
<b>Time Fraction</b>	Full Time
<b>Tenure</b>	Ongoing
<b>Reports to</b>	Deputy Principal - Primary
<b>Date</b>	February 2021

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### About the Organisation

The College, which operates over three campuses in Melbourne, with over 1,500 students from Kindergarten to Year 12, is one of the most respected co-educational Jewish Day Schools in the world offering educationally enriching programs with dedicated staff and world class facilities.

The mission of Mount Scopus Memorial College is to provide each student with an education and an environment that

- promotes excellence in learning and academic achievement by means of inquiry and critical thinking and by creating a desire for lifelong learning
- develops the student's whole personality by offering a wide range of activities, inside and outside of the classroom
- provides Jewish learning, values and experiences, within a Modern Orthodox and Zionist framework, that enable each student to make an informed choice as to the meaning of their Jewish identity
- engenders values, knowledge and skills so that students can play their full part in their communities – as members of the College, as Jews, as Australians and as citizens of the world.

Mount Scopus Memorial College aims to provide a high-quality schooling to all students:

- that is free from discrimination based on gender, sexual orientation, health, disability, race and socioeconomic background;
  - that is underpinned by respectful relationships between all members of the school community;
  - that takes place in an environment that is supportive and engaging for all school community members.
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## Position Purpose

The purpose of the Child Care Centre Coordinator is to:

1. Design and run compliant Afterschool Care and School Holiday programs that safeguard the physical health, safety, welfare and security of children and respond to the care, educational and recreational needs of the children, supervise Child Care Centre staff and liaise with parents about their children's preferences and needs and to keep records of their performances and achievements in order to provide the best service
2. Ensure the performance of Child Care Centre administration functions associated with student and staff attendance, quality and regulatory matters and assist with communications to all stakeholders

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## Expected Outcomes (Accountabilities)

### **Afterschool Care and School Holiday Program Planning**

- Ensures the design of high quality and compliant Afterschool Care and School Holiday Programs for all children by planning programs that adhere to all National Quality Standards and according to a framework which is approved by ACECQA
- Ensures that programs challenge children, fosters children's individuality, recognises individual needs, scaffolds and supports each child's learning using the planning cycle and responds to children's interests
- Safeguards the physical health, safety, welfare and security of children at all times by providing an environment for children that is safe and promotes the physical health and wellbeing of children
- Works towards exceeding the standards of the National Quality framework in relation to all aspects of compliance with after hours care by reviewing and implementing improvements and enhancements

### **Afterschool Care and School Holiday Program Running**

- Runs compliant programs that respond to the care, educational and recreational needs of the children in Afterschool Care and School Holiday Programs by performing specific tasks including, but not limited to, the supervision of children, running of activities, cleaning, and food preparation consistent with the Afterschool Care and School Holiday Program plans
- Ensures children are adequately supervised in a kind and caring way at all times by rostering and supervising Afterschool Care and School Holiday Program staff to act professionally and engage fostering positive relationships with the children and parents
- Ensures the safety of all children with known medical conditions by identifying and treating them in accordance with action and risk management plans

### **Administration**

- Ensures the maintenance of accurate and compliant documentation and information regarding Afterschool Care and School Holiday students by maintaining records using spreadsheets and databases for bookings and attendances, medical and other special needs
- Facilitates operational compliance by monitoring ratios of Afterschool Care and School Holiday staff to students, identifies any potential non-compliances and takes corrective action
- Ensures the well being of students by monitoring the condition of students associated with medical and other special needs and taking corrective actions and communicating with relevant stakeholders

- Contributes to the timely and appropriate communications with internal and external stakeholders by performing communication tasks as required
- Facilitates the smooth running of the Child Care Centre by undertaking a range of miscellaneous administrative duties as required

### **General responsibilities**

- Ensures accuracy of attendance by verifying booking forms and reviewing sign in records on a daily basis
- Ensures children are fed by cutting fruits and preparing the afternoon tea prior to the beginning of the care.
- Reports and follows up observations of any social behaviours such as bullying by that may be causing distress and or distracting students from effective learning by remaining vigilant and observant
- Fosters a caring and respectful environment that promotes the development of healthy self-esteem by encouraging students to take care of themselves, their own equipment and respect their peers and their peers' possessions

### **Child Safety**

- Understands and applies the College Child Safety policies and procedures by identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting, including mandatory reporting and complying with all College policies governing the relationship between students and College staff
- Engages in child safe behaviour by maintaining good order and discipline among the students

### **Health and Safety**

- Exercises a duty of care and complies with the College's Occupational Health and Safety policy and procedures by engaging in safe practices, providing a safe environment, undertaking risk assessments and reporting incidents

### **Typical Duties**

- Plan, manage and facilitate aftercare and holiday programs at FKI and GBH campuses. This includes organising all staffing arrangements, resourcing, liaise with external providers as required; organise and book transport for all excursions
- Organise and lead Afterschool Care and School Holiday team at FKI and GBH campuses and liaise with Daily Organiser regarding relief coverage as required
- Organise and publish all flyers and other parent communication relating to Afterschool Care and School Holiday Programs at both campuses.
- Facilitate Afterschool Care and School Holiday bookings and liaise with parents and answer all questions relating to Afterschool Care and School Holiday Programs including determining program booking close dates and approve/process and withdrawals, changes or cancellations.
- In conjunction with Financial Officer, develop systems to accept bookings, parent consent (where applicable) and student medical data for Afterschool Care and School Holiday Programs
- Print, mark and provide Afterschool Care and School Holiday attendance rolls to Accounts Officer on a weekly basis
- Assist Accounts Officer with submission of kinder attendance data as required
- Ensure the National Quality Framework is implemented, including planning according to the planning cycle, documenting children's learning and sharing this with parents

## Qualifications and Experience

- Qualified Teacher with Victorian Institute of Teaching (VIT) registration and as approved by ACECQA
  - Demonstrated proficiency in planning, designing and running successful, engaging and compliant Afterschool Care and School Holiday programs at a Child Care Centre or within a School environment
  - Relevant experience leading and supervising Afterschool Care and School Holiday staff
  - Sound Administration experience and skills including competent use of spreadsheets, Word/Google Docs and databases
  - Speaks conversational Hebrew (at an intermediate level or above)
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## Capabilities

### Personal Attributes

#### Attribute

#### Observable behaviours

#### Creative and innovative

- Finds ways to work better and smarter
- Generates options and ideas
- Is open to change and alternatives
- Has faith in own abilities

#### Positive

- Is optimistic

#### Flexible

- Remains calm and focused when faced with difficulty
- Adapts to changing circumstances in the workplace
- Prioritises work and addresses what is most important
- Takes advantage of new and emerging opportunities

#### Resilient

- Recovers from setbacks
- Overcomes obstacles and impediments
- Learns from experience and identifies areas for self-development

#### Honest

- Is credible and truthful
- Is reliable and trustworthy
- Acknowledges and learns from mistakes

#### Collaborative

- Works with others to achieve common goals
  - Engenders a spirit of teamwork
  - Inspires trust
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## Specialist Capabilities

#### Descriptor

#### Observable behaviours

#### Afterschool Care and School Holiday programs

- Proficiently plans, designs and runs high quality compliant programs

#### Administration

- Is well organised and prioritises work according to relative importance and urgency
- Demonstrates sound administration skills including use of spreadsheets, documentation, filing and data entry into databases

## Generic Capabilities

#### Descriptor

#### Observable behaviours

#### Child Protection

- Applies the College Child Protection policies and procedures by identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting, including mandatory reporting and complying with all College policies governing the relationship between students and College staff
- Engages in child safe behaviour by maintaining good order and discipline

- among the students
  - Ensures College Child Protection and College systems, policies and procedures are accurately interpreted, communicated, implemented, monitored, reviewed and adhered to
  - Conducts regular risk reviews to identify, evaluate, treat and monitor Child Protection risk treatments within area of responsibility
- United vision**
- Maintains enthusiasm and understands own role in achieving organisational mission
  - Actively supports and works within the mission, vision, values and culture of the College
  - Generates ideas for innovation and enhanced working practices to achieve organisational mission
- Strategic focus**
- Achieves targets in work plans and understands links with strategic goals
  - Follows work plan and prioritises key tasks
  - Supports achievement of goals
  - Provides feedback and other input for ongoing planning
  - Contributes to team work plans and ensures that own work outcomes are achieved
  - Contributes to planning processes
  - Translates strategic plans into clear goals, timelines and budgets
  - Ensures activities are aligned to the College's objectives
  - Monitors and reports on progress against local plans, and makes appropriate adjustments
- Risk management, WHS, Quality and Compliance**
- Understands and complies with relevant legislation, licensing requirements and College systems, policies, procedures and practice models and applies procedures to daily work activities
  - Performs own work to meet the College's quality requirements
  - Performs all duties in a safe manner, ensuring the health, safety and wellbeing of self and others in accordance with Work Health and Safety (WHS) policies and procedures
  - Identifies and reports all risks, hazards, near misses, and incidents
  - Ensures relevant legislation licensing requirements and College systems, policies and procedures are accurately interpreted, communicated, implemented, monitored, reviewed and adhered to
  - Conducts regular risk reviews to identify, evaluate, treat and monitor risk treatments within area of responsibility and records risks and risk treatments in the risk register
  - Contributes to enhancement of quality practices and ensures that own work meets quality requirements
  - Contributes to the review, development and improvement of policy and utilises policies and procedures to guide work practices
- Interpersonal dynamics and communication skills**
- Demonstrates appropriate interpersonal skills, active listening, empathy, social awareness and emotional intelligence in verbal communications
  - Motivates others through personal interactions and empowers others to achieve results
  - Writes accurate, clear and informative reports and communications that meet the needs of their intended audience
  - Articulates clear and respectful messages and information to colleagues
  - Uses relevant facts to express clear and logical arguments and opinions in meetings and other forums
  - Leads discussions effectively
  - Facilitates effective workplace communication
  - Uses multiple strategies to influence the thinking and behaviour of others and gain their support and commitment
- Team dynamics**
- Offers constructive feedback and provides balanced and informed

- perspectives at team meetings
  - Models and promotes teamwork and collaboration
  - Fosters productive working relationships and team well-being across campuses, departments and teams
  - Builds culture of consultation and promotes inclusive and culturally appropriate practice
  - Adapts leadership style to individual needs
  - Builds team spirit and supports team members' development and demonstrates cultural sensitivity and adjusts personal style in response to colleagues' differences
- Ethics and Confidentiality**
- Observes Codes of Conduct, behaves ethically and seeks assistance with ethical dilemmas
  - Respects colleagues' confidentiality and treats others with dignity
- Achieving results and problem solving**
- Ensures clarity of understanding of required work, fulfils responsibilities, and achieves performance targets. Takes responsibility for work outcomes and enacts authority as defined in position description
  - Assists with resolution of colleagues' problems
- Creativity and innovation**
- Generates and shares ideas and encourages others to reflect on activities and develop ideas for innovation and improvement
  - Supports the use of new technology and develops skills to master new technologies

- Prerequisites**
- Victorian Institute of Teaching (VIT) registration
  - Speaks conversational Hebrew (at an intermediate level or above)
  - Drivers Licence

An annual review of this job description and allocation of specific responsibilities will take place as part of the Performance Management Review.

This job description may be amended at any time following discussion between the Principal and the incumbent.

**EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION**

I have received a copy of the Position Description and have read, understood, and accept its contents.

**Signatures**

Employee Name	Signature	Date
Manager Name	Signature	Date

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_