

Position Description

Outside School Hours Coordinator

Functional Title: Outside School Hours Coordinator	Department: Little Beacons
Date: April 2021	Location: Pakenham Campus

Position Responsibility Summary and Key Working Relationships

Lead by:	<ul style="list-style-type: none"> • Head of Campus – Little Beacons • Deputy Head of Campus – Little Beacons • Head of Teaching and Learning- Little Beacons • Centre Manager – Little Beacons
Collaborates with:	<ul style="list-style-type: none"> • Operations Coordinator – Little Beacons • Curriculum Coordinator • Head of Teaching & Learning – Little Beacons • Junior School Teachers
Leads:	<ul style="list-style-type: none"> • Coordinator of Before/After School Care • Co-educators
Key Working Groups:	<ul style="list-style-type: none"> • Leadership Team • Twilight groups • Educational Leaders • Curriculum Coordinators

External Groups	<ul style="list-style-type: none"> ● DET ● Parents ● Community
Position conditions	<ul style="list-style-type: none"> - Fulltime, FTE 1.0 - Immediate start - 4 weeks annual leave (may purchase an additional two as per the College's Enterprise Agreement) - Attendance during centre closure time may be required for training, workshops etc.
Reference Documentation	<ul style="list-style-type: none"> ● Early Years Learning and Development Framework (EYLDF) ● Victorian Early Years Frameworks ● My Time Our Place ● Little Beacons Curriculum Documentation ● Staff Handbook ● Educational Leaders Manual ● College staff agreements ● Family Handbook ● Policies and Procedures ● Inclusion Support Guidelines

Primary purpose of the position (Teaching and Learning Culture)

The primary purpose of this role is to engage school age students in programs that support their individual care and education needs across a variety of programs. The Outside School Hours Coordinator will support a range of staff to coordinate activity that brings together all the elements of the Outside School Hours programs, including before, after and vacation care. They will develop and deliver a high quality curriculum and teaching practice in the program. This role will work directly in enabling and role modelling a culture of reflective practice, continued development and professional learning as well as an ongoing passion for excellence in practice.

The Coordinator is a key member of a team who actively work towards the development of an innovative and effective Outside of School Hours program that is delivered to our students by leading programs in line with the Beaconhills College Education BluePrint, the Early Years Frameworks, our Vision and Mission.

Outside School Hours Coordinator - Primary Responsibilities

Leader as Learner

In this position the leader is required to learn:

- Teaching pedagogy and practice
- The Early Years Learning Framework
- Global and local teaching and learning initiatives, trends and developments in the context of the 21st century education
- Supporting staff development – engaging in professional conversations
- The importance of student wellbeing strategies in the outside school hours program

Leader in Training

The training needs for this position are:

- Development of educational leaders and co-educators
- Use of key technologies in the program
- Administration of the curriculum software – e-Journey's
- EYLF curriculum updates
- Use of data to identify areas where the program can be improved
- General analytics to identify areas requiring improvement in the program

The leader needs to lead training for others in:

- Use of e-Journey documentation and management systems
- Teaching pedagogy (Inquiry, Explicit Teaching, Personalised Learning)
- Designing programs with Learning That Matters
- Using EYLF website and resources

Key Responsibilities for the position are:

- Assist in the ongoing development and implementation of Outside School Hours programs, including before, after and vacation care
- To establish a culture of effective and ongoing development of educators
- To ensure practices in line with College requirements
- Ensuring the correct application of Policies and Procedures

Key Tasks for the position are:

Curriculum Planning

- To support the ongoing development of the Outside School Hours program that addresses key aspects of Learning That Matters and the EYLF
- Oversight of the development of the programs and links between the formal learning environment of Prep – Year 6
- Support the Operations Coordinator in the development of the marketing component of the program
- Conduct internal audits and reviews to ensure the program is meeting the needs of the community
- Determine and confirm curriculum offerings in early years liaising with relevant staff members

Teaching Practice

- Review e-Journeys and the program to ensure the program is meeting the individual needs of the children
- Support the effective use of technology in the environment, including use of iPads for homework completion

Staff Professional Learning and Development

- Liaise with the Head of Teaching and Learning and Curriculum Coordinator to coordinate professional learning programs for the educators in Outside School Hours Programs
- Support the analysis of any external or internal data to review the program and the effectiveness, as required
- Support the ongoing development of our educators such as conducting visits to the varying programs
- Provide feedback and input into the preparation of the Quality Improvement and Innovation Plan

- Support the development of materials for parents on the website and the portal
- Support the appraisal process for educators within this program

Learning Resources

- Develop an understanding of the resources used at the Junior School to support learning

Management and Administration

- Support external audits as required
- Maintain the required database, including the attendance, medication, accident and incident records
- Undertake the required training for the effective use of Synergetic
- Review the Family Handbook in areas Outside School Hours
- Prepare material for parents on the portal
- Support the review and implement Policies and Procedures
- Liaising with Centre Manager and Operations Coordinator to facilitate communication to parents, students and staff when required
- Assist in proofreading reports
- Meet regularly with Centre Manager and Operations Coordinator to support development and implementation of the program

Selection Criteria

To be successful, candidates would meet the following criteria to the satisfaction of the selection panel and the Headmaster:

- Demonstrate a proven capacity to assist in the delivery of quality early childhood or outside of school hours programs and support best practice.
- Display a high level of experience independently supporting and supervising children/students.
- Display an ability to record observations to support the development of the program and e-learning reports.
- Demonstrate significant experience in the implementation of programs that support the movement of children/students between indoor and outdoor environments.

- Demonstrate an understanding of the requirements to support the preparation, general cleaning duties and safety of the learning environment.
- Demonstrate an ability to work as part of, and contribute to, a committed team of educators.
- Demonstrate commitment to on-going professional learning and a proven capacity to apply knowledge within the early learning setting.
- Display a high level of communication and interpersonal skills when relating to children, students, parents and work colleagues.
- Demonstrate proactive contributions to early years' programs.
- Coordinators must hold:
 - A Diploma in Children's Services
 - a Working With Children Check
 - a current Police Certificate
 - appropriate first aid training certificates, that comply with the requirements of the Children's Services Regulations 1998
 - Australian citizenship or permanent residency

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.