

## Position Description

### eXtend Coordinator - Outside of School Hours Coordinator

July 2022

Beaconhills College acknowledges the Wurundjeri and Bunurong – Boon Wurrung peoples as the Traditional Custodians of this land on which our College is built. We honour and respect their ongoing cultural and spiritual connection with this Country which includes Traditional Custodianship of the land, waterways and skies across Australia. We honour the richness, diversity and sophistication of the cultures of First Nations peoples. We admit with sorrow the wrongs of the past that have taken place and continue into today and that sovereignty was never ceded. We pay deep respects to Elders past and present and honour the strong leadership that is evident in the emerging Elders of tomorrow. We recognise that education is the key to unlocking our understanding of Aboriginal and Torres Strait Islander Australia and seek to explore what reconciliation means at Beaconhills College by partnering together and working to build a more just and compassionate society for the traditional owners of this land.

#### RELATIONSHIPS AND NETWORKS

LEAD BY	<ul style="list-style-type: none"><li>• Head of Campus (Little Beacons)</li><li>• Deputy Head of Campus</li><li>• Beacon eXtend Manager</li></ul>
COLLABORATES WITH	<ul style="list-style-type: none"><li>• Operations Manager</li><li>• eXtend Staff</li><li>• Centre Manager</li><li>• Little Beacons Staff</li><li>• Curriculum Coordinator</li><li>• Junior School Staff</li><li>• Families</li></ul>
LEADS	<ul style="list-style-type: none"><li>• eXtend Co-educators</li><li>• Coordinator of Before/After School Care</li></ul>

#### POSITION CONDITIONS

**This is an ongoing position, with the option for full-time or part-time employment within this role.**

**The eXtend Coordinator position will commence 8 August 2022 or earlier by negotiation at our Little Beacons Berwick Campus.**

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REFERENCE  
DOCUMENTATION

- *Staff Code of Conduct*
  - *EYLDF Early Years Learning and Development Framework*
  - *My time Our Place*
  - *Children's Service Regulations*
  - *Children's Services Act*
  - *Education Blueprint*
  - *Little Beacons Staff Handbook*
  - *College Policies and Practices*
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### **PRIMARY PURPOSE OF THE POSITION**

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 eXtend (Outside School Hours) Coordinator will support a range of staff to coordinate activity that brings together all the elements of the eXtend 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 modeling 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 eXtend (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.

### **KEY RESPONSIBILITIES FOR THE POSITION**

- Assist in the ongoing development and implementation of eXtend (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

#### **Curriculum Planning**

- To support the ongoing development of the eXtend (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 eXtend Manager 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 eXtend Manager and Curriculum Coordinator to coordinate professional learning programs for the educators in the eXtend 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 mentoring and 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 of eXtend (Outside School Hours)
- Prepare material for parents on the portal
- Support the review and implement Policies and Procedures
- Liaising with eXtend Manager and Operations Manager to facilitate communication to parents, students and staff when required
- Assist in proofreading reports
- Meet regularly with eXtend Manager to support development and implementation of the program

## **QUALIFICATIONS**

The successful application must hold (or be in the process of obtaining):

- A current (employee) Victorian Working with Children Check
- A Diploma of Children's Services or equivalent
- A current National Police Check (within 12 months)
- Australian citizenship or permanent residency
- Full Vaccination status (including third booster dose)
- Appropriate first aid training certificates, that comply with the requirements of the Children's Services Regulations 1998 (including a current CPR certificate)

**HLTAID012 - Provide an emergency first aid response in an education and care setting** (previously HLTAID004)

**OR**

### **HLTAID011 – Provide First Aid** (previously HLTAID003)

The below certificates are required in addition to HLTAID011 to comply;

**22300VIC - First Aid Management of Anaphylaxis**

**22556VIC - Management of Asthma Risks and Emergencies in the Workplace** (previously 22282VIC)

### **SELECTION CRITERIA**

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

- Demonstrate a proven capacity to assist in the delivery of quality early childhood and/or outside 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.

### **PHYSICAL CAPABILITIES**

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

### **WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES**

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

## **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 our website [here](#). 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 record checks, *Working with Children Check* (WWC Check) 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.