

TINTERN GRAMMAR

POSITION DESCRIPTION

Position:	School Care Assistant – After School Care
Reports to:	Early Learning Centre Director
Department:	Junior School & Early Learning Centre
Date:	December 2018

Primary Purpose

The School Care Assistant is responsible for providing teacher assistance and administrative support to the ELC program at Tintern Grammar. The School Care Assistant is expected to display the School's vision in relation to student welfare, public relations and customer service, in all dealings with both internal and external clients and all external organisations.

Position in Context

The School Care Assistant works with the *After School Care Co-ordinator* and is responsible to the Director of the Early Learning Centre on a daily basis and ultimately to the *Principal*. The After School Care program offers a co-educational program.

Freedom to Act / Autonomy

It is the responsibility of the School Care Assistant to inform the School Care Co-ordinator and/or, if necessary, the Head of Girls' Junior School and ELC immediately of any potential student or family concerns that may arise in the course of the day. The School Care Assistant takes direction from the After School Care Co-ordinator with the allocation of duties and responsibilities on a day-to-day basis.

Major Activities

1. After School Care Program and General

Major Duties and Responsibilities

Classroom

- Prepare and assist with art and craft activities for students on a weekly basis
- Work with students in small group work as directed by the Afterschool Care co-ordinator
- Attend to individual needs of students as they arise
- Various other duties as required by the After School Care Co-ordinator and/or Head of Girls' Junior School and the ELC
- Communicate with parents on a daily basis verbally or via record book
- Administer medication as per school protocol and instructions from the Education and Care Services National regulations
- Develop and maintain student files, as directed
- Arrange appropriate storage of medication
- Attend relevant Tintern Grammar Junior School and ELC meetings, as required
- Support school activities and maintain school ethos
- Attend Tintern Grammar Junior School and ELC events, as required

Direct reports

Nil

Contacts

Internal

After School Care Co-ordinator
Head of Junior Girls' Junior School and ELC
Staff
Students

Parents

External

Prospective parents

Prospective students

Early Learning Centre Network groups

Competencies Required

- Current Level 2 First Aid Certificate
- Certificate in Early Childhood studies or similar
- Intermediate computing skills in Microsoft Word and Outlook
- Excellent verbal and written communication skills
- Commitment to promoting the School
- Ability to remain calm under pressure
- Excellent organisational and time management skills
- A courteous, patient and helpful manner
- Commitment to excellent Customer Service
- Collaborative team member
- Enjoyment of, and ability to relate to young people
- Understanding and knowledge of Education and Care Services National Regulations 2012

Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to 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 and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

OH&S

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....