



## POSITION DETAILS

Position Title:	School Age Care – Assistant Director		
Job Type:	TBA		
Reporting to:	School Age Care Director		
Location:	QB Werribee		
Classification:	TBA		
Award:	Educational Services (Post-Secondary Education) Award 2020		
Hours:	TBA		
No of Direct Reports:	Nil	No of Indirect Reports	Nil

Who we are
Quantin Binnah Community Centre Inc. is a not-for-profit centre that offers a variety of services and programs to residents of the Werribee and surrounding community. These include Playgroup, 3 Yr. Kindergarten, 4 Yr. Kindergarten, Long Day Care, Before School Care, After School Care, Vacation Care, Adult Community and Further Education, a variety of Community Development programs, Maternal and Child Health services and Cafe QB.
Statement of Commitment to Child Safety

Quantin Binnah is a committed Child Safe organisation and has zero-tolerance for child abuse. Every child and young person accessing Quantin Binnah has the right to feel safe. All Quantin Binnah employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities and maintaining a child-safe culture.

Position Purpose
To assist the Director with the development and implementation of the OSHC and vacation care programs to primary school age children. Along with the Director and the Team Leaders, you will support the development of a safe, varied and interesting school age care program incorporating before school, after school and vacation care programs, and support positivity and cohesiveness among educators, children, their families and the community.

## POSITION REQUIREMENTS

Main Duties/Responsibilities	
1.1 Coordination and Direction of Activities in a Welcoming Environment	<p>1.1 Coordination and Direction of Activities in a Welcoming Environment</p> <ul style="list-style-type: none"> <li>• Plan and develop a safe, varied and interesting school age care program.</li> <li>• Along with the Director (or in the temporary absence of the Director) responsible for the welfare of staff and children in emergency situations.</li> <li>• Ensure all staff extend a warm and welcoming approach to schools, children and families.</li> <li>• Communicate in a timely and effective way with all relevant stakeholders, including but not limited to parents/caregiver enquiries, feedback, concerns and complaints.</li> </ul>
1.2 Staff Supervision and Hiring	<p>1.2 Staff Supervision and Hiring</p> <ul style="list-style-type: none"> <li>• Ensure that general supervision and leadership is provided for all employees within the service.</li> <li>• Ensure all processes are followed when hiring new staff including equal opportunity and</li> <li>• Good knowledge of adult learning principles. Consult with Team Leaders and provide support for employees through training initiatives to develop skills where needed.</li> <li>• Provide day to day supervision and support to SAC Educators and students on placement.</li> <li>• Assist the team Leaders in the monitoring and implementation of the tracks program where implemented.</li> </ul>
1.3 Provision of a Safe Environment	<p>1.3 Provision of a Safe Environment</p> <ul style="list-style-type: none"> <li>• Responsible for ensuring a safe environment is maintained for all staff and children through strong knowledge and understanding of employer and employee obligations to safety.</li> <li>• Protection of the health, safety, security and wellbeing of all stakeholders, particularly children and employees.</li> <li>• Knowledge of the employer and employee obligations to safety</li> </ul>
1.4 Meet Compliance Standards	<p>1.4 Meet Compliance Standards</p> <ul style="list-style-type: none"> <li>• Assist the Director with ensuring compliance standards are managed and met, including; <ul style="list-style-type: none"> <li>○ Child Safety Standards;</li> <li>○ Food Safety Regulations;</li> <li>○ Quality Assurance Frameworks;</li> <li>○ Licensing;</li> <li>○ National Quality Framework</li> </ul> </li> <li>• Ensure Team Leaders maintain accurate records for each child in education and care.</li> <li>• Arrange, attend and contribute to team meetings.</li> <li>• Enforce QBCC policies and procedures and ensure grievances or safety issues are positively managed in a short time frame.</li> <li>• Ensure confidentiality and privacy of children and their families is maintained at all times.</li> <li>• All other duties as reasonably requested by Director.</li> </ul>

## QUALIFICATIONS, SKILLS AND ABILITIES

Qualifications, Skills and Abilities	
Key Selection Criteria Essential	<p>A minimum Diploma of Children's Services OSHC or Equivalent.</p> <p>Previous experience working in Out of School Hours Programs or working with school aged children.</p> <p>A passion for delivering quality inclusive care to school aged children.</p> <p>A flexible and personable approach with high levels of initiative.</p> <p>Team player and excellent communication skills.</p> <p>Excellent organisational and time management skills.</p> <p>Effective administration, business, marketing and financial management skills.</p> <p>Commitment to ongoing professional education and attendance at training sessions which may be outside normal working hours.</p>
Desirable	<p>Experience working within a community service organisation.</p> <p>Information Technology skills across a range of platforms including MS Office Suite.</p> <p>Strong knowledge of state and federal government legal compliance, Quality Assurance and effective child safety.</p> <p>Ability to cope effectively in an emergency or stressful situation.</p> <p>Experience working with children with additional needs.</p> <p>Current Drivers Licence.</p>
Other	<p>Current Working with Children Check.</p> <p>Satisfactory completion of National Police Check is mandatory for all new appointments.</p> <p>Current First Aid Level 2 Certificate, Anaphylaxis and Asthma Management.</p> <p>Successful completion of Mandatory Reporting eLearning Module.</p> <p>Commitment to QBCC policies and procedures.</p>

## CAPABILITY FRAMEWORK

Capability Framework		
Core Capability	Expected Behaviour and Work Standards	Frequency
Support to the Director	To provide support to the School Age Care Director as required in all elements listed in the capability framework.	At all times
	To complete all lawful and reasonable tasks as delegated by the Director.	At all times
	Responsible for the day to day administration and management of the service on behalf of the Director during the Director's temporary absence.	As required
Quality Education and Care	As delegated by the Director;	Ongoing
	To coordinate, supervise and direct the activities of employees engaged in the implementation and evaluation of quality education and care in a stimulating environment.	As required
	To work with other staff to plan for and facilitate the inclusion of children with additional needs.	At all times
	Be a professional role model for high quality education and care for school age children.	

	<p>Build the capacity of all staff by supporting and mentoring others to take on leadership roles in areas of expertise or of potential interest.</p> <p>Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on the program.</p> <p>Plan, document, deliver and evaluate programs through comprehensive knowledge of child development across a range of activities suitable for school aged children.</p> <p>Oversee and lead other staff to implement quality education and care program based on a recognised school age care framework.</p> <p>Provide program balance to include flexibility, variety, fun, safety, choices and support for the physical, social and emotional wellbeing of children.</p> <p>Work with staff in observing, supporting and extending children’s participation in programs.</p> <p>Adhere to National Quality Standards</p> <p>Attainment and continuity of Quality Assurance accreditation.</p>	<p>At all times</p> <p>At all times</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As required</p> <p>At all times</p> <p>At all times</p>
People Management and Recruitment	<p>As delegated by the Director;</p> <p>Assist with the recruitment of new staff.</p> <p>Deliver comprehensive induction, performance assessment and development and training of employees, volunteers and students.</p> <p>Assist the Director to facilitate regular team meetings to ensure staff have an opportunity for regular consultation and feedback.</p> <p>Develop staff awareness for accountability, legal liability and duty of care to children.</p> <p>Support and encourage strong team work skills across all stakeholders within the SAC group.</p> <p>Support a culture of ongoing learning and continuous improvement across all SAC groups.</p>	<p>As required</p> <p>As required</p> <p>Monthly</p> <p>Ongoing</p> <p>At all times</p> <p>Ongoing</p>
Inclusive Approach for Families and Children	<p>In consultation with the director, provide current written and verbal information about the services to families and provide opportunities for them to become involved in the service and contribute to service decisions.</p> <p>Collaborate with other organisations and service providers to enhance children’s wellbeing.</p>	<p>As required</p> <p>As required</p>
Administration	<p>Assist the Director to prepare, monitor and review the services annual budget and fee structure in consultation with the CEO.</p> <p>Assist to undertake responsibilities relating to bookings, billings, monthly income and expenditure statements and financial audit statements as required by the Director.</p> <p>Participate in financial checks and balance systems as required by the Director.</p> <p>Develop rosters to meet child: staff ratios and staff qualification requirements.</p> <p>Verify payslips against team rosters and forward on for processing.</p>	<p>Monthly</p> <p>Monthly</p> <p>As required</p> <p>Weekly</p> <p>Fortnightly</p>

	<p>Provide into the development of employee records, including financial, workplace compliance, training and development and personal data of employees.</p> <p>Assist the Director with the provision of regular written progress reports to the CEO and Board of Management which include any concerns, fluctuations in utilisation and staffing and provide information to assist the committee to make decisions.</p> <p>Support the establishment Administrative systems to enable the service to meet all requirements.</p> <p>Support the Quality Improvement Plan development along with Director and Team Leaders.</p>	<p>Monthly</p> <p>Quarterly</p> <p>As required</p> <p>Ongoing</p> <p>Weekly</p>
Organisation Branding	<p>Create a positive image of Quantin Binnah by delivering excellent customer service to all internal and external customers.</p> <p>Implementation of quality assurance at every stage of service delivery.</p>	<p>At all times</p> <p>At all times</p>
National Quality Framework	<p>Working knowledge of the policies and guidelines in relation to Out of School Hours Programs, particularly the National Quality Framework.</p> <p>Commitment to work with the services, educators, families and school communities through the National Quality Standards contained in the National Quality Framework to continually improve the quality of education provided to all.</p>	<p>Developed during induction</p> <p>At all times</p>
Child Safety Standards	<p>Ensure up to date, functional knowledge of and commitment to Child Protection Policy and Child Safe Policies.</p> <p>Ensure that reporting processes are followed for any complaints or incidences.</p> <p>Promote a shared responsibility for child safety at all levels of the organisation.</p> <p>Promote a culture where staff, volunteers, children and families feel comfortable in raising or discussing child safety concerns.</p> <p>Ensure all School Age Care Team Leaders and Educators act in accordance with Child Protection Policy at all times.</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p>
OHS/Risk Management	<p>Contribute to a positive risk management culture by;</p> <ul style="list-style-type: none"> <li>• complying with Management policy</li> <li>• assisting with the implementation of the Risk Management Strategy</li> <li>• reporting risk management concerns and improvements to the CEO and/or the OHS Officer.</li> </ul> <p>Maintain up to date knowledge of OH&amp;S responsibilities.</p> <p>Ensure all infectious diseases cleaning protocols are completed in shared spaces according to outlined routine.</p> <p>Participate in emergency management training and drills.</p> <p>Ability to recognize level of tidiness required and commitment to maintain tidy workstations during and at completion of each activity to ensure safe environment.</p> <p>Ability to identify and verbally report WHS issues to Line Manager as soon as they are noticed.</p>	<p>At all times</p>

	<p>Ability to comply and complete all infectious diseases cleaning protocols according to outlined routine.</p> <p>Physical fitness to support repetitive manual handling of small storage boxes or moving tables and chairs to support the structure of the service.</p> <p>Physical capacity to organise and store equipment and materials to ensure order and safety of storage areas.</p> <p>Physical capacity to sit/stand in an office working environment and to sustain working functionality for contracted hours.</p> <p>Physical ability to be agile and steady on your feet to manage in a Community Centre environment</p> <p>Capacity to be able to function in a noisy/busy Community Centre environment.</p> <p>Capacity to undertake all tasks as outlined within the position description.</p> <p>Capacity to identify risk issues for children and families to maintain a safe environment.</p> <p>Capacity to identify a child or adult in medical, physical, social or mental stress and provide either appropriate intervention or seek appropriate guidance.</p> <p>*Please note it is your responsibility to be self-aware of your own capabilities when undertaking the tasks required in the role and to notify Line Manager of any injury which may impact your ability to safely move or lift equipment.</p>	
Communication	<p>Ability to communicate effectively with both internal and external stakeholders including children, staff and families from diverse cultures and backgrounds.</p> <p>Maintain open two - way communication with Educators and families when documenting incidents or concerns regarding children.</p> <p>Ensure open and non-judgmental communication with families when discussing the needs of individual children within the service.</p> <p>Maintain openness to collaboration with families and local community members regarding development of the needs for the service.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>
Ongoing Learning	<p>Eagerness to attend ongoing learning and professional development training which may be held on site and outside normal working hours.</p> <p>Attendance at staff meetings as required.</p>	<p>As required</p> <p>As required</p>
Any other duties as reasonably required or requested by SAC Director or Centre Management.		

Relationships	<p>Internal – SAC Directors, SAC Educators, Centre CEO.</p> <p>External – Children, Parents, School Community and QBCC staff.</p>
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Next Review Date:	
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By signing this position description, I declare;

- that I have read and understood the inherent requirements of the role and verify that I hold the skills and abilities to perform the role as required; and

- that I do not have any pre-existing conditions that will inhibit my ability to perform my role, or any pre-existing conditions that may be exacerbated by my participation in the role.

Employee Name:	Signature:	Date:
CEO Name:	Signature:	Date:
Christine Barca	<i>Christine Barca</i>	29.1.2025