



**Pittwater House**

## POSITION DESCRIPTION

<b>TITLE</b>	Hub Clubs: After School Program Supervisor
<b>REPORTS TO</b>	Principal via Deputy Principal Head of the Junior School
<b>NATURE OF EMPLOYMENT</b>	Permanent Part Time – 2.30-5.30pm, Monday to Thursday Term time only Classification: Classroom Support Services Level 4

### POSITION OVERVIEW

#### *Liaison with*

1. Junior School Leadership Team
2. Staff
3. Parents

#### *Philosophy*

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other educational institutions. Differentiating between the genders and understanding the needs of each student is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21<sup>st</sup>-century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public, your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

#### **Child Protection**

Pittwater House is a child safe environment. The safety, protection and well-being of all students and other children and young persons involved in activities at the School are of fundamental importance. The School actively promotes the safety and well-being of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including the National Principles for Child Safe Organisations. The School's Child Protection Policy is available to all existing staff via the policy handbook or upon request.

## **ROLE DESCRIPTION**

Responsible for managing, planning and overseeing the operation of the Hub Clubs After School Program to ensure implementation and compliance with School Management policy and procedure.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **Administration**

- Manage and comply with the requirements of Pittwater House policy and procedure and other NSW key legislation.
- Collaborate weekly with Head of Junior School.
- Complete all administration in a timely manner.
- Manage expenditure in line with the agreed budget.
- Organise, prepare and ensure learning opportunities that are engaging and age appropriate.
- Manage daily attendance.
- Ensure the Pittwater House Policy and Procedures for Hub Clubs are regularly reviewed and updated in consultation with Head of Junior School.
- Contribute to newsletters and other marketing opportunities.

### **Communication**

- Build positive relationships with all stakeholders.
- To be flexible and work in a cooperative manner to ensure efficient operation of the program and maintain a high level of morale.
- Co-operate and work collaboratively with families and ensure that they feel comfortable and encouraged to become involved in the program.
- Respond to telephone and face-to-face enquiries, providing accurate information and appropriate referrals in a friendly and courteous manner.

### **Children**

- Create a warm, inclusive and caring environment for all children attending the Program.
- Work collaboratively with Head of Junior School and class teachers to support students with specific needs.
- Fulfil duties associated with mandatory reporting guidelines in line with the Child Protection legislation and the School's policies.

## **ESSENTIAL CRITERIA**

1. Maintain a valid Working with Children check approval number
2. Certificate III Childcare/ Diploma Childcare
3. Previous Supervisory Experience
4. Organised, excellent verbal communication skills, creative, caring, flexible

## **WORK HEALTH AND SAFETY**

Employees are always responsible for managing and maintaining their own Work Health and Safety, regardless of the tasks and duties listed in this position description. Before starting employment at Pittwater House, the selected candidate must complete a staff induction program.

**PERFORMANCE**

The selected candidate will undergo a six-month probationary period, after which their performance will be reviewed on an ongoing basis in accordance with the requirements of this position and the School's Code of Conduct.