After School Care Coordinator

- Part time position
- Commencing mid February, 2016
- Work as part of a great team

Groves Christian College is a well established co-educational Christian day school that caters for students from Prep to Year 12 across two campuses. Groves Christian College has a distinctly Christian ethos, which is reflected in the curriculum and the concern for the 'whole child'. We strive to equip and support students to develop a firm foundation for a fulfilled loving life of purpose now and into eternity. The College has modern teaching facilities and resources and it is committed to the professional development of staff, which ensures students receive a quality education.

Groves is currently seeking applications for the position of an After School Care Coordinator.

Applicants will need:

A current Blue Card;  
Senior First Aid Certificate;  
Good Communication skills and ability to relate to students;  
Efficient and effective use of technology;  
Meticulous record keeping;  
Organisational skills and attention to detail;  
Willingness to be part of and contribute to the total life of the College

Position Purpose:

This role of the After School/Vacational Care Coordinator involves the development, coordination and delivery of Out of School and associated programmes from Prep-Year 6. Programmes are based on Reggio Emilia philosophies, the Early Years Learning Framework and the My Time Our Place. It is expected that the Coordinator will support the Christian ethos of the College as reflected in the Code of Conduct for Staff and all relevant Professional Policies and Practices.

Key Responsibilities:

Teaching

* Interest in and knowledge of current thinking in teaching and learning research in an Early Childhood setting.  
* Strong commitment to excellence and innovation.  
* Ability to acquire an understanding of the Australian Children's Education and Care National Quality Standards.  
* Ability to provide an innovative programme which caters for the range of abilities and learning styles and needs of the children in the centre.
Extensive and clearly documented records and parent communication.
* Competent use of appropriate technology, integrating it into the programme as a tool for teaching and learning.
* Strength in pastoral care with a wide knowledge of the issues relevant to young children.

Administrative:

* Oversee and manage College's After School Care Centre including the appointment and rostering of staff for After School and Vacational Care programmes. This includes licensing and budgetary requirements.
* Comply with all Child Care and Out of School Hours Care Regulations.
* Responsible for carrying out the Duty of Care of all children attending the Centre.
* Ensure the Centre and outdoor equipment required for programmes, including the preparation and clearing away of activity materials and equipment, is undertaken each day.
* Undertake required administrative and clerical duties associated with the normal operation of the Centre.

Hours of Work:

After School Care: as rostered within the hours of Monday to Friday, 2.00pm until 6.00pm

Applicants must complete the Non Teacher Application in the Employment section on the Groves Christian College website http://www.groves.qld.edu.au and submit it together with a resume, transcript and covering letter to the attention to the Head of Primary to groves@groves.qld.edu.au.