

Position Description



Role	<i>Coordinator</i>	Location	<i>Various TeamKids services</i>
Reports to	<i>Area Manager</i>	Pay grade	<i>In accordance with the Children's Services Award</i>
Status	<i>Casual</i>	Hours	<i>50 hours – During holiday periods</i>

Purpose:

The primary purpose of the Coordinator is to deliver a high-quality program, promoting Fun, Service Excellence and Safety at all times. This will be achieved by supporting and mentoring a high performing, skilled and engaged team of Educators within the service and by providing an inclusive and fun environment in which children are safe, engaged and well supervised

Why We Do:

We exist to create a genuine alternative for parents – bringing to life experiences that are fun, safe and as enjoyable as possible; a place where children don't *have* to go, they *want* to go. We provide the opportunity for all children to grow and become the best version of themselves, in turn creating positive lifelong memories.

Who We Are:

We are a team of educators dedicated to providing memorable and meaningful experiences for children.

What We Do:

We provide exceptional experiences for children before and after school, and during the school holidays.

Our T.E.A.M. consists of:

Teachers who exude character, experience, passion and professionalism

Engage and Empower children to realise their full potential

Activities that excite, entertain, educate and inspire

Memories for children that continue long after their time with us

The TeamKids core values of:



Fun



Service Excellence



Safety

... these drive everything we do

Primary Responsibilities:

- To accept the supervision and directory role of the service.
- To accept the philosophy, values and policies of TeamKids.
- To work with all staff, volunteers and users of the TeamKids programs in order to maintain an effective and harmonious service.
- To adhere to all TeamKids policies and procedures including the TeamKids code of conduct

Secondary Responsibilities:

- Comply with all Children's Services Acts and Regulations.
- Implement and evaluate school age care programs for children aged 5-12 years (3-4 year for ELC programs), ensuring they are stimulating, age appropriate, inclusive and varied.
- Oversee the administrative and programming needs of the service, including updating rolls, accident/incident reports, daily programs and provide ongoing feedback to parents.
- Completion and submission of daily rolls and other required documentation to administration.
- Ensure you provide a safe, clean, stimulating and welcoming environment.
- Understand the Childcare Benefit and refer families to Head Office for further information.
- Be responsible for Quality Assurance for your program, adhering to National Quality Frameworks (NQF) and TeamKids Policy, Procedure and Guidelines.
- Monitor children's behaviour and intervene when appropriate, using positive guidance and a variety of appropriate behaviour management techniques.
- Show sensitivity and respect for individual children's needs.
- Be responsible for the supervision of staff in your program, including their welfare, ensuring they have a break and that they are fully aware of their responsibilities whilst working at your service.
- Ensure all staff time sheets are verified and submitted as required.
- Conduct orientation of all new staff working at your service, ensuring they are aware of boundaries, rules and behaviour guidelines.
- Ensure all staff present are in appropriate uniform and wear identification.
- Give regular feedback to all staff and communicate both positive and negative feedback to your Area Manager.
- Report all daily incidents, issues, complaints, feedback to Area Manager via Coordinator Report.
- Perform appraisals for regular casual staff, identifying training needs and make recommendations to the Head Office training department.
- Liaise with staff and the community of the school at which your service is located and attend any relevant meetings. Foster positive relationships with parents and carers of the children at the program. Assist any surveys that come from Head Office and seek their feedback and input.
- Promote links with other community organisations to work collaboratively to meet the needs of the

children and their families, e.g. Incursion/Excursion providers.

- Assist in the preparation and monitoring of consumables, food and equipment in accordance with the Area Manager.
- Overseeing of the preparation of food, ensuring all Health regulations are complied with, that the menu offered is consistent with the TeamKids Health Eating and Food Policy.
- Adhere to the TeamKids Occupational Health the Safety policy, conveying responsibilities to all staff working at your service.
- Attend TeamKids pre-program meetings as required and other mandatory training sessions.
- To assist in the pick-up and drop off of all venue resources at the start and end of the holiday period.
- Referee for Educators that work in your service

Education / Certification:

The National Regulations set out minimum requirements for qualifications, experience and management capability needed to be a Coordinator (Responsible person) at a Childcare related service.

The applicant must have:

- Adequate knowledge and understanding of the provision of education and care to children
- The ability to effectively supervise and manage an education and care service

AND

Have at least one of the following:

- at least three years' experience working as an educator in an education and care service or children's service or school, or
- an approved diploma-level education and care qualification, or
- an approved early childhood teacher qualification.

Expected Employee Code of Conduct:

To help clarify the type of behaviour, attitude and approach we expect from you, please see key examples below:

- Ensure children are effectively cared for, supervised and protected at all times through compliance with our policies, procedures and agreed practices.
- Notify us of any changes in personal circumstance that may impact your ability to work in the Children's Services industry or impact your ability to complete the above, e.g. Deferring from Educational studies, investigations into a breach of child safe standards etc.
- Conduct and present yourself in a professional, respectful, ethical and appropriate way at all times with all parties (children, colleagues, parents, external providers, school staff, general public).
- Engage only in relationships that are professional and appropriate with all parties listed above.
- Ensure confidentiality and sensitivity when dealing with information and situations, such as medical information, court orders, additional needs child profiles etc.
- Develop knowledge, skills, practices in line with current professional standards by attending information sessions, and professional development workshops.
- Support colleagues to be effective in achieving goals, objectives and targets.
- Be a suitable and fit person to undertake work with children by maintaining current relevant qualifications and checks as required by the Department of Education and Training.
- Behave in line with our values and philosophies and strive to provide a fun, safe and exceptional service at all times.
- Ensure you act in line with our Equality & Diversity Policy and do not involve yourself in any acts of discrimination, victimisation, bullying or harassment towards others.