



TARA

Anglican School for Girls

POSITION TITLE:	Educational Leader and Assistant Coordinator
DEPARTMENT:	Tara Before and After School Care Centre
LOCATION:	Masons Drive, North Parramatta NSW 2151
THIS POSITION REPORTS TO:	Before and After School Child Care Director All positions ultimately report to the Principal
CO-ORDINATES WITH:	Before and After School Care Centre Staff
AWARD/AGREEMENT RELATIONSHIP:	Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017
SPECIAL CONDITIONS:	Permanent, Part Time, Hours to be advised (three month probation) Before School Care 7:00am – 8.30am After School Care 3:00pm – 6:30pm Vacation Care 7:00am – 6:30pm Position to commence in Term 1, 2021 Diploma in Outside School Hours Care, Children's Services or higher relevant qualification is required Supportive of the School's Christian aims and ethos
WHAT IS THE FUNDAMENTAL PURPOSE OF THE JOB?	
The Educational Leader and Assistant Coordinator will be a passionate, enthusiastic and experienced educator who will assist in managing the operations and staff of the Tara Before and After School Care Centre.	
KEY RESULT AREAS AND PERFORMANCE CRITERIA	
Qualifications:	
<ul style="list-style-type: none">• A Diploma in Outside School Hours Care, Children's Services or higher relevant qualification is required• Accredited Child Protection training (or willingness to obtain)• Current Senior First Aid Certificate, Asthma and Anaphylaxis training• Current and valid Working With Children Check number	
Skills and Knowledge:	
<ul style="list-style-type: none">• A professional and cooperative approach to working with staff, families and the School community• Experience with Child Care or OSHC is preferred• Knowledge of the NQF, including My Time Our Place and the Education and Care Services National Law and Regulations• Demonstrated experience in the planning and implementation of a rich play and leisure based program for children, based on the principles, practices and outcomes of My Time Our Place• Experience in leading and mentoring staff• Excellent organisational skills• Excellent computer skills• Effective oral and written communication skills• Enthusiastic, creative and highly motivated• An ongoing commitment to working with school age children	
Duties will include:	
<ul style="list-style-type: none">• Working closely with the Director in all aspects of the day to day running of the Centre• Programming and planning engaging activities, in collaboration with the Director, and consequent evaluation, reflection and documentation• Developing and maintaining a rich play environment• Joint responsibility for the leadership of the educators during shifts as well as being directly engaged with the children's experiences• Leadership and mentoring of staff in their development as educators, in collaboration with the Director• Active involvement in monthly staff meetings and meetings with Nominated Supervisor and Director	



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- A willingness and ability to take on the Director's responsibilities, when required
- Involvement in Vacation Care planning and operation
- Involvement in the maintenance of the service's QIP
- Involvement in policy review and development
- Any other duties as requested by the Director

All Tara staff are expected to be committed to the overall life of the School, willing to participate in the School's extracurricular program and supportive of its Christian ethos. Tara is a non-smoking workplace.

Tara is an IB World School (PYP and MYP).

For more information about Tara, visit www.tara.nsw.edu.au

Application, addressing all skills, knowledge and qualifications listed in the Position Description, including cover letter, full CV, academic transcripts and details of three referees, should be sent to:

The Director of Policy, Compliance and Human Resources

Tara Anglican School for Girls,
Masons Drive, North Parramatta NSW 2151

By Thursday 12 November 2020

Phone: (02) 9630 6655 Email: employment@tara.nsw.edu.au

Employment will be subject to providing evidence of a current and valid Working with Children Check