



EARLY LEARNING CENTRE (ELC) **VACATION CARE COORDINATOR** **JOB DESCRIPTION**



HCCS
Early Learning
Centre

PERSONAL SPECIFICATION

The ELC Vacation Care Coordinator must have:

- a minimum qualification of a Diploma of Early Childhood Education and Care
- current Criminal History Screening
- Reporting Abuse and Neglect training
- HLTAID004 "Provide an emergency first aid response in an education and care setting" First Aid training.

Staff members of The Hills Christian Community School Inc are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's statement of Aims and Objectives and its Statement of Belief. These include:

- A love of children and teaching
- Acceptance and respect for people from diverse backgrounds and viewpoints
- The ability to work co-operatively and harmoniously with others
- Being supportive and encouraging to children, colleagues and parents
- Developing positive relationships and open communication within the School community.

ACCOUNTABILITY

The ELC Vacation Care Coordinator is accountable to the ELC Director and the HCCS Principal.

RESPONSIBILITIES

The ELC Vacation Care Coordinator at The Hills Christian Community School will:

- Create a climate of fun, smiles, play, nurture, respect and love
- Take responsibility for the preparing the ELC's Vacation Care program for each holiday period in consultation with the ELC and OHSC Directors
- Work in harmony with the ELC, HCCS and OSHC staff
- Support the Vision of the school as stated in the Constitution
- Implement the ELC's policies, emphasising the Christian focus
- Nurture positive relationships with students, staff and families
- Follow School protocols in all duties and responsibilities
- Attend termly Whole ELC staff meetings
- Participate in extra-curricula activities when necessary
- Participate in appropriate professional development
- Participate in an ongoing, professional growth and appraisal programme
- Observe the Occupational Health Safety and Welfare processes of the School
- Maintain a professional approach and confidentiality procedures with all members of the HCCS community

DUTIES

- Co-ordinate and manage all matters relevant to the ELC's Vacation Care Program in consultation with the ELC Director
- Maintain a high level of communication with the ELC, HCCS and OSHC staff and the School community
- Liaise with appropriate school staff over the use of facilities and resources
- Ensure the implementation of the ELC policies, the National Quality Standard, EYLF, HCCS guidelines and legal liability regarding duty of care to children
- Develop and maintain a sense of team with other ELC and OSHC staff
- Maintain awareness of any individual health needs or issues (e.g. allergies, regular medication requirements)
- Maintain illness, accident and any other record as required by the School and Licensing authorities
- Ensure the confidentiality of student records
- Check Sign In Book daily to ensure that it has been completed accurately
- Maintain vigilant supervision of children
- Provide a developmentally stimulating environment with engaging activities whilst ensuring the physical safety and emotional well-being for children
- Encourage children's responsibility for self, others and possessions.
- Develop and maintain positive and effective relationships with parents and caregivers
- Ensure that children are collected by an authorised person
- Inform parents of the philosophy and policies of the ELC as required
- Provide information for parents about their children when requested or appropriate
- Ensure premises and facilities are hygienic and in good condition
- Report any damage or hazards to the ELC Director
- Ensure that the ELC's resources are kept in an appropriate state
- Ensure premises are kept secure