July 2016

Dear Prospective Employee

Thank you for your interest in the St Monica’s Out of School Hours (SMOOSH) permanent position of Assistant Director.

Please find attached

- Information relating to employment at St Monica’s and as part of Catholic Education Canberra & Goulburn
- Duty Statement
- Selection criteria for the Assistant Director positions

APPLICATION:

Applications are invited from persons able to demonstrate a clear vision, sound understanding of and strong commitment to Catholic Education.

Application must be made on the official Application for Advertised School Employee Position Form and all required documentation which is available from the CE Web


Completed applications need to also include:

- Covering letter
- Completed “Application for Advertised School Employee Position”
- Statement addressing the selection criteria – no more than three pages in total.
- Curriculum Vitae including the names and of three referees, one being the priest of the applicant’s regular place of worship
- Certified copies of academic qualifications if not already registered with CE Canberra and Goulburn

Applications will close at 5.00pm on 29 August 2016   Commencement date 26 September or by negotiation

Applications are to be addressed to

Ms Carmel Maguire
Principal
St Monica’s Primary School
Moynihan Street
Evatt  ACT 2617

Please note applications will no longer be returned to an applicant

If you wish to gain further information about the position, please do not hesitate to contact Rebecca Perry, Director SMOOSH Care on Ph 62581014 or email rebecca.perry@cg.catholic.edu.au. I look forward to receiving your application.

Kind regards,

Carmel Maguire
Principal
E: carmel.maguire@cg.catholic.edu.au
Mission Statement
Our mission as members of the St Monica’s community is a commitment to the growth of children. We achieve this growth and sense of community through accepting and supporting each other. This enables us to be witness to the values we hold as Christians.

Applicants will be assessed on demonstrated evidence of the following.

Faith
1. Be supportive of and promote Christian values in line with the Mission and Ethos of the Catholic Church

Community and Relationships
1. Proven experience working with young children, effective conflict resolution, student management and parent communication skills.
2. A commitment to cooperative team work and professional engagement with a school community or similar.
3. Ability to effectively direct and supervise junior staff.

Learning and Leadership
5. A thorough knowledge of the Education and Care Services National Regulations, the National Quality Framework and My Time, Our Place.
6. Ability to adhere to the Centre’s policies and systems, to maintain all necessary records and provide information as required by the Children’s Policy and Regulation Unit and the Centre’s policies.

SMOOSH CARE ASSISTANT DIRECTOR
St Monica’s Primary School currently delivers a Care Outside Of School Hours (SMOOSH) service to families whose children attend St Monica’s Primary School (Kinder to Year 6)

The role of Assistant Director supports the Director in responsibility of our SMOOSH program which runs out of the St Monica’s School hall and provides Before & After School Care and Vacation Care programs to Kindergarten – Year 6 children.

This enthusiastic and energetic Diploma trained professional will work closely with the SMOOSH Director in the planning and delivery of the Before & After School and Vacation Care Programs. Supervision and mentoring of staff is also an essential responsibility.
CONDITIONS OF EMPLOYMENT

1. This position is Permanent position. The successful applicant will commence duties as of 18 July 2016.
2. The successful applicant will be employed under the terms and conditions of the School Employees (Archdiocese of Canberra and Goulburn Catholic Diocesan Schools) Collective Agreement 2008 – 2011.
3. Qualifications required: Diploma in Children’s Services (Outside School Hours Care) (or equivalent – as assessed by ACECQA) and First Aid Certificate.
4. The level of this position is a Child Care Worker Level 6. Appointment will be based on qualifications and experience.
5. The annual salary for this position will be
   - Assistant Director School Aged Care Services Level 6/Child Care Worker Level 6/ School Employee Level 6/2
   - Annual Salary = $60,548
   - Hourly Rate = $30.56+ Allowances ie First Aid, Medication and Split Shift
6. Hours of work will be 76 hours per fortnight to be worked between 7.00 am and 6.00 pm, Monday to Friday for 48 weeks per year.
7. Annual leave is 20 days per annum (pro rata). This 20 days is normally taken during the SMOOSH closure over the Christmas and New Year period.
8. Staff Appraisal is conducted bi-annually.
9. The appointment of the successful applicant will be subject to satisfactory employment screening for child related employment in accordance with CE policy.

ASSISTANT DIRECTOR - DUTY STATEMENT

Staffing
- Provide direct supervision and support for the SMOOSH staff.
- Be responsible for ensuring staff are up to date with and follow agreed SMOOSH routines and procedures.
- Provide direct supervision of food handling and preparation, cleaning, or general maintenance of the School Hall building in consultation with the SMOOSH Director and St Monica’s School Principal.
- Assist in the induction of new staff and ongoing training and development of all SMOOSH staff.

Programming
- Assist develop, plan and oversee the preparation, implementation and evaluation of the SMOOSH Before & After School Care and Vacation Care programs.
- Ensure programs reflect principles, practice and outcomes from the National Quality Framework for School Aged Care, “My Time, Our Place” and associated regulations.
- Be responsible for collating and organising the recorded observations of individual children or groups for program planning purposes.
- Ensure staff complete self-reflections daily. Use these reflections to improve learning experiences and outcomes for the children.

Administrative duties
- Assist in ensuring that all student records are maintained and are up to date.
- Be responsive to the needs of families and encourage their involvement in the program. Liaise with and report to parents about their child.
- Ensure all SMOOSH policies are adhered to. Assists the SMOOSH Director in the development and review of the SMOOSH policies.
- Collaborate with the SMOOSH Director in the ongoing development, review and implementation of the Quality Improvement.
- Other duties as directed by the SMOOSH Director.
- Contribute to the organisation and implementation of staff meetings and training.