

2017



Kyabram P-12 COLLEGE

Position Description

After School Care



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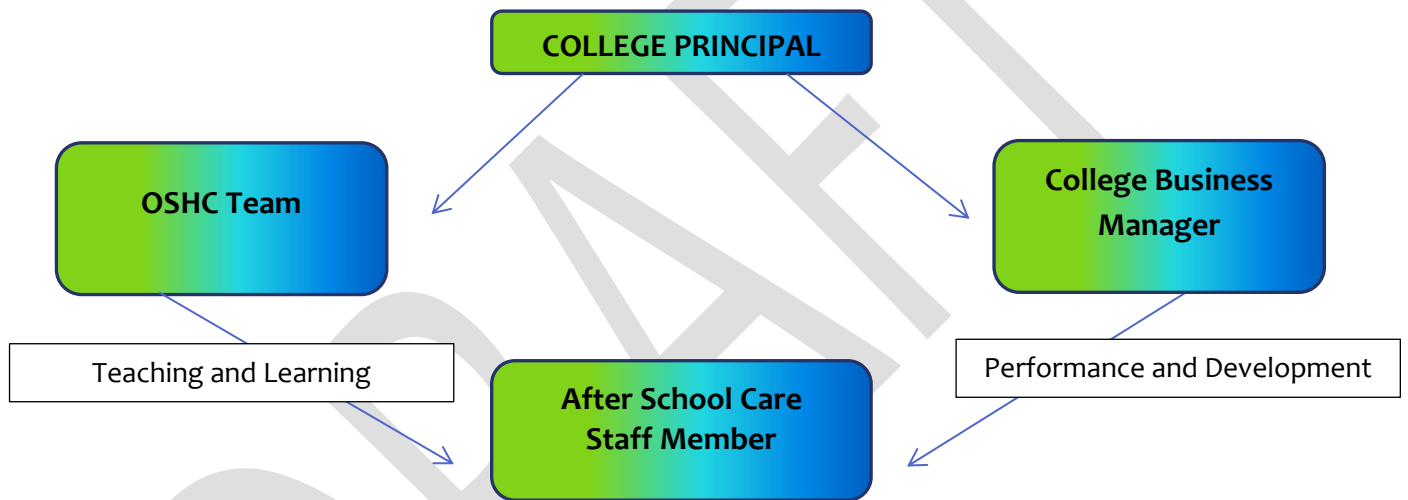
SPECIFICATION OF DUTIES AND CONDITIONS OF EMPLOYMENT

Position Objectives

The After School Care person will be required to provide a wide range of duties within the school's Outside of School Hours program as well as being a part of the Outside of School Hours Care Team.

Organisational Relationship

The Integration Aide will be responsible to the PSD Co-ordinator, who in turn is responsible to the Business Manager who in turn is responsible to the Principal.



SPECIFICATION OF DUTIES

As an After School Care attendant at Kyabram P-12 College you would be expected to undertake the following duties:

General

Key Responsibilities

- Work under the guidance of the Outside of School Hours Care Team (O.S.H.C.).
- Attend meetings with the O.H.S.C. Team
- Implement activities that will support the individual needs of the students.
- Give feedback to the appropriate parents.
- In conjunction with the O.H.S.C. Team undertake substantial responsibility associated with the ongoing development and planning of the Quality Improvement Plan

Specific Duties

- To develop an understanding of the specific problems and special programs operating for students.
- To provide feedback to the Teachers and Parents about how the student is coping with activities, their general learning behaviour and any other observations.
- Working with the classroom teacher and students to support the learning of the students including the goals set out in the students Individual Learning Plan.
- Take an active role in the Whole College ES Team
- Role model appropriate behaviour in line with the College Values of Respect, Responsibility, Resilience, Doing your Best and Community
- Other relevant duties as directed.