



Position Description

Position Information

Position	School Age Care Assistant Program Manager
Date approved	February 2024
Program	Children's Services
Supervisor	Operations Manager of SAC
Location	YWCA School Age Care Programs
Hours of work	As specified in letter of appointment
Salary	Level 4, Grade 1 of the YWCA Canberra Enterprise Agreement 2023 - 2027.

General Conditions of Employment

- YWCA Canberra Enterprise Agreement 2023 - 2027.
- Appointment is subject to obtaining a satisfactory Working with Vulnerable People check at own cost.
- Appointment is subject to satisfactory working rights in Australia.
- Appointment is subject to satisfactory National Police Check.
- All YWCA Canberra policies and procedures will apply.
- Subject to a 6-month probation period.

Position Statement

The School Age Care Assistant Program Manager supports the Program Manager and Educators in the delivery of quality education and care to all stakeholders. Assistant Program Managers will do this in accordance with YWCA Canberra's policies and procedures, National Quality Framework, the YWCA Canberra Enterprise Agreement 2023-2027, and other regulatory and funding bodies.

Responsibilities

Responsibilities include and are not limited to,

- The management and leadership at the School Age Care services.
- Supervision, mentorship and development of Educators.
- Establishing and maintaining positive relationships and effective communication with all stakeholders.
- Willingness to undertake professional development to maintain professional knowledge and respond to changes within the sector.

Responsibilities

Program and Planning

- Support the Educational Leader with the development and implementation of a service program.
- Engage in on the floor mentoring of the team to ensure positive outcomes for all children.
- Support in the setup of play spaces and environments that support open ended play and leisure opportunities.

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Approved By: Executive Director

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	<ul style="list-style-type: none"> Support in the development and actions of the services Quality Improvement Plan ensuring the involvement of all relevant stakeholders.
Health and Safety	<ul style="list-style-type: none"> Identity, document and report hazards and risks identified at the service. Role model workplace health and safety practices and procedures. Conduct regular Work Health and Safety audits, checks and measures inclusive of first aid, work health and safety and emergency drills. Ensure that all children's medical information is up to date and support with the review process.
Leadership and Governance	<ul style="list-style-type: none"> Oversee National Quality Standard requirements including, Food Business Licences, Grants, Contracts and Reporting. Ensure forms used by the program include necessary information for regulatory requirements. Maintain awareness on current sector developments. Ensure external correspondence regarding the centre is professional and clearly articulated in line with YWCA Canberra's style guide. Ensure all concerns/grievances are addressed within the Program Manager in a timely manner. Support Program Manager with administration tasks inclusive of monitoring and actioning compliance requirements and sign-in sheets, timesheets and invoices for the program.
Staffing Arrangements	<ul style="list-style-type: none"> Assist with educator performance appraisal and management. Ensure Educators are informed of policy and procedure updates and are invited to review. Convene regular team meetings and supervisory sessions, and initiate educators training. Maintain rosters and appoint relief educators to cover absences as required. Conduct regular performance appraisals and professional development plans for educators
Partnerships with Families and Community Members	<ul style="list-style-type: none"> Professionally always represent the YWCA Canberra internally and externally. Liaise with external stakeholders where appropriate. Maintain a high-quality corporate image in relation to all material distributed to clients, the YWCA Canberra and external agencies. Demonstrate commitment to the values and strategic direction of the YWCA Canberra.

Selection Criteria

Qualifications	<ul style="list-style-type: none"> Sound knowledge and understanding of School Age Care current practices and regulations. Sound working knowledge of a School Age Care program service delivery.
Knowledge and Experience	<ul style="list-style-type: none"> Demonstrated ability to oversee the development of a holistic curriculum for the program. Demonstrated ability to lead and develop Educators. Broad knowledge of Human Resource Management principles. Working knowledge of the financial management of a program and working within budget guidelines. Excellent interpersonal, time management and communication skills.

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Capabilities and Behaviours	<ul style="list-style-type: none"> • Ability to use Microsoft Office and the ability to adapt to new systems/ data base. • Ability to work within the wider community to advocate and promote the early childhood care and education sector. • Ability to assist and contribute to the development of relevant policies and procedures.
Other Requirements	<ul style="list-style-type: none"> • A current Working with Vulnerable People Registration • Australian Citizenship or suitable rights to work in Australia • Current First Aid and CPR training.

Authorisation

Acknowledgement by Incumbent	Signature: Name:	Date	Click here to enter a date.
Executive Director	Signature: Name:	Date	Click here to enter a date.

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