

## **DUNEDIN RUDOLF STEINER AFTER SCHOOL CARE LEADER JOB DESCRIPTION**

**Position:** After school care leader

**Reporting to:** Principal

The After School Care Leader (ASCL) is employed by the Proprietors Trust. On the day-to-day basis the ASCL is accountable to the Principal. The ASCL's main responsibility is the provision of out of school care within the special character of Rudolf Steiner education.

### **Responsibilities**

1. The care of children at the service in line with health and safety and pedagogical practices informed by our special character
2. Devising a programme of activities, rest and nourishment.
3. Managing assistants in the programmes and arranging relief cover when required
4. Ensuring the required paperwork is kept up to date and all children attending are properly enrolled.
5. Following the programmes policies and procedures and evaluation of the service.
6. Model responsibility for and commitment to Te Tiriti o Waitangi
7. Undertake any other administrative, practical and other tasks as agreed with the Principal.
8. To provide resources for the programme from within the budget.
9. Communicate with parents on any relevant matters to their child's care
10. A positive, responsive and sensitive attitude must be reflected and communicated within the programme at all times
11. Ensure confidentiality of information

### **The following are the routine tasks of the ASCL:**

- ❖ Maintaining a safe and restful environment
- ❖ Preparation and monitoring of supplies needed.
- ❖ Helping prepare and serve snacks.
- ❖ Cleaning up after each session.
- ❖ Assisting children with activities as required.
- ❖ Weekly updates to management and completion of attendance records.

### **Personal requirements**

- ❖ Honest, caring and reliable.
- ❖ Committed to work in accordance with Rudolf Steiner Waldorf principles
- ❖ Be approachable and able to communicate effectively with children and parents
- ❖ Manage time effectively and be well organised, flexible and resourceful.
- ❖ Co-operative, communicative and conscientious
- ❖ Able to work supportively with a co-worker
- ❖ Qualified teacher preferred but not essential.