



KARORI WEST OSCAR GROUP

After School Care Programme

Job Description

Position: OSCAR Supervisor

Reports to: OSCAR Manager

Key relationships

Internal:

- Committee
- OSCAR staff

External:

- Children
- Parents/caregivers
- School staff

Position purpose

The OSCAR Supervisor position exists to provide high-quality after-school care and holiday programme to children at Karori West Normal School. The programme takes place Monday to Friday, between the core hours of 2.30pm and 5.45pm during school term, and 7.45am to 5.45pm during school holidays (around 10 weeks in total per year).

Values

All OSCAR employees are expected to behave in accordance with our values of respect, honesty, inclusivity and responsibility, in order to create a fun and safe environment. This includes being a positive role model to others by demonstrating behaviours that are consistent with these values.

Key accountability areas

Programme delivery

This will be achieved by but not be limited to:

- leading activities and supervising children as required e.g. sport games, craft, baking, challenges, etc.
- being proactive and engaged at all time
- being responsive and vigilant at all time
- keeping facilities clean and tidy
- dealing with conflict effectively and apply behaviour management strategies
- applying authority and assertiveness fairly
- being a role model and motivator of the children
- informing the OSCAR Manager when amenities and stocks are low
- assisting with risk analysis management for programme delivery
- assisting with the security of facilities and equipment maintenance
- understanding individual children's needs and ensuring those needs are met
- developing and maintaining positive relationships with the caregivers, including taking action to resolve any queries or concerns

Professionalism and team work

This will be achieved by but not be limited to:

- participating in meetings with the OSCAR Manager and team as required
- maintaining a high level of communication with the OSCAR Manager and other staff
- ensuring all relevant information, discussions and incidents are documented
- helping foster good team dynamics and attitude and maintaining positive and productive working relationships
- contributing ideas for the planning of the programme
- ensuring all OSCAR policies and procedures are observed at all times
- looking for ways to learn, grow and develop

Person specification

Skills and experience (preferred):

- Current first aid certificate
- Experience, affinity and passion to work with children
- Experience working in an educational or childcare environment.
- Ability to handle stressful situations
- Multitasking and prioritising
- Good interpersonal skills
- Strong common sense and problem solving
- Ability to communicate in a warm and responsive manner
- High degree of initiative, forward-thinking and decision making
- Strong team builder, motivational and inspirational

All employees of OSCAR are expected to demonstrate and be committed to the principles of the Treaty of Waitangi.

All employees of OSCAR are required to undergo Police vetting and to maintain the ability to provide a Police record check that satisfies the business and employment needs of OSCAR.

Key competencies

- **Communication:** uses written and oral English to ensure effective communication with a wide range of people; adapts communication style to suit the audience; listens to fully understand and respond accordingly.
- **Planning and organising:** uses sound organisational techniques to ensure deadlines are met and priorities are managed effectively; maintains a clean and tidy work environment; prepares robust plans to ensure workloads are achieved.
- **Relationship management:** builds and maintains positive relationships with internal and external stakeholders; works positively with people to achieve results even under difficult circumstances.
- **Teamwork:** genuinely values others' input and expertise and is willing to learn from others; shares own ideas and contributes positively to the team; is flexible to do tasks beyond own job to support the team from time to time.
- **Leadership:** provides sound guidance for own team; works to build a positive and productive working environment; ensures high standard of performance of self and team; acts as a role model for others.
- **Judgement and decision making:** knows when to involve others in decisions; uses sound judgement to assess a situation and decide the best response or action; understands the impact of own decisions.
- **Drive and energy/initiative:** willingly takes on additional tasks to support the wider team; identifies opportunities for growth or improvement and acts on these as appropriate; demonstrates commitment to getting the job done even under difficult circumstances.
- **Customer service:** clarifies parent/caregiver expectations and ensures needs are met; acts quickly to effectively respond to requests; relates well to a wide range of people.
- **Problem solving:** identifies likely causes of a problem and develops a clear action plan to solve the problem; understands when to involve others to seek a solution; anticipates when a problem may arise and acts to minimise or eliminate the problem.