

## Job Description Programme Supervisor



### Overview

The Programme Supervisor has overall responsibility for the day-to-day operation of the Coastal Kids Club and overseeing the work of the programme assistants. Work hours will be from 1:45pm-6:00pm each school day.

### Accountability

The programme supervisor is accountable to the Tasman Community Trust (TCT). The supervisor may delegate some accountability to programme assistants for the purposes of induction and routine supervision.

### Areas of Responsibility

1. Programme Activity Duties
  - Oversee the preparation of activity resources and materials, including setting up the venue
  - Monitor children and other staff during planned activities
  - Provide direction to other staff in implementing a daily schedule, including unplanned and child-initiated activities
  - Research and produce a weekly programme schedule of activities in collaboration with other staff and children
2. Supervision and Safety Duties
  - Ensure any children who are being transported arrive at the venue safely and in a timely manner
  - Oversee updating of the programme roll on a daily basis, including session bookings and cancellations
  - Oversee follow up of absentee children as a top priority
  - Ensure there is consistent and appropriate supervision of children
  - Implement and evaluate emergency drills and lead any real emergency response
  - Monitor programme safety and ensure required Health and Safety duties are carried out
  - Report any concerns or suggestions around programme safety to TCT Administration
  - Develop a time out scheme for children who need time away from others and deal with behaviour problems
3. Communication and Conduct
  - Show professional leadership in maintaining a high standard of conduct at all times
  - Create a welcoming programme environment and actively encourage staff to build positive relationships with children and parents/caregivers
  - Be an approachable point of contact for all parents, including the reception of feedback or concerns
  - Respond to parent complaints as per the programme Complaints Policy
  - Support and encourage staff to meet professional standards, including compliance with the Staff Code of Conduct
  - Lead, join in and participate with the children in activities as outlined in the programme plan
  - Organise and lead staff meetings, programme planning processes and informal in-house training sessions
  - Report regularly on professional conduct and any concerns around programme policies or procedures
  - Refer any media enquiries to TCT administration
4. Staff Management Duties
  - Assist TCT Administration around employing staff (advertising, short listing and interviewing)
  - Manage induction and training of new staff, including consistent supervision of staff undergoing induction
  - Prepare staff rosters and confirm daily staffing arrangements, including casual and relief staff
  - Liaise with staff to confirm leave requests and entitlements
  - Check and approve timesheets
  - Approve and monitor staff professional development
  - Provide ongoing support and guidance for all staff, including a regular appraisal and resolution of staff complaints, in conjunction with TCT Administration
5. Other Duties and Administration
  - See that OSCAR requirements and regulations are complied with during all activities
  - Oversee the purchase of art materials and resources in accordance with the budget
  - Oversee the preparation of a weekly menu and purchase of required foodstuffs
  - Monitor dietary requirements and allergies of children and ensure food is both stored and prepared safely
  - Oversee invoicing, fee collection and receipting, encouraging parents to pay electronically
  - Maintain a positive relationship with other facility users, school staff and other agencies
  - Ensure provider details on OSCAR Fee Subsidy applications are filled in
  - Report monthly to the TCT Administration on programme performance
  - Carry out other programme duties to ensure the smooth running of the programme