



Job Description

Position Title	After School Programme Coordinator
Responsible to	Principal, Board of Trustees
Working Relationships	• Ākoka/students • Whānau/family and guardians • Tumuaki/principal • Board of Trustees
Primary objectives	The programme supervisor has overall responsibility for the day-to-day operation of the after school programme, and where appropriate, overseeing the work of any programme assistants.

Responsibilities	
1. Programme Activities	• Prepare & manage activity resources & materials ◦ Daily set up of materials and equipment ◦ Keep all storage areas tidy ◦ Direct children to tidy up after activities; assist in daily clean up and packing away at the end of the week • Assist and encourage children during planned activities ◦ Assist with the full range of activity types on offer in the programme ◦ Encourage children to participate in planned activities ◦ Monitor children during activities and assist with any difficulties ◦ Seek input from children about adapting or modifying the activity & feedback afterwards • Initiate unplanned activities and facilitate free play periods ◦ Maintain consistent involvement in children's free play – supervising and facilitating ◦ Initiate unplanned activities that are age-appropriate and suitable for the available facility and resources ◦ Assist children to sustain and extend their free play • Produce a weekly programme schedule of activities in consultation with the tumuaki/principal
2. Supervision & Safety	• Supervise children ◦ Supervise children during each programme session. Maintain constant supervision of any designated activity or area ◦ Stop activities as required and re-direct children to maintain safety ◦ Co-operate with other staff to maintain adequate levels of supervision ◦ Carry out roll call as required • Manage emergencies ◦ Participate in emergency evacuation drills ◦ Undergo training in emergency procedures ◦ Participate in debriefing after any emergency • Carry out required health & safety duties

	○ Report all incidents and accidents using appropriate forms and procedures ● Other required duties may include: sun safety; explaining rules & boundaries; first aid kit checks; supervision of hand-washing ● Report regularly to the tumuaki/principal on programme safety
3. Professional Communication & Conduct	● Build positive programme relationships with children in the programme ○ Demonstrate commitment to Te Tiriti o Waitangi by creating a welcoming, inclusive environment where Māori perspectives and practices are valued and visible ○ Welcome children by name each day ○ Consistently initiate and take part in friendly communication with children ○ Make yourself approachable to children by paying attention to their behaviour and positioning yourself appropriately ○ Manage minor misbehaviour and help children to resolve conflicts ● Use appropriate and professional communication with parents. ○ Initiate communication by introducing yourself ○ Communicate in a friendly and courteous manner ○ Refer all inquiries about enrolment, complaints, behaviour issues, fees and other administrative matters to the appropriate person ● Meet other professional requirements. ○ Attend meetings with the tumuaki/principal as required ○ Contribute to programme planning ○ Undertake professional development ○ Arrive for work on time and dressed appropriately
4. Other Programme Responsibilities	● Assist with setting up the programme venue ○ Move, set up equipment/ furniture as required ○ Check free play resources are fit for use ○ Prepare displays – art, photos, programme information ● Assist with food preparation ○ Set up kitchen area & clean afterwards ○ Prepare snacks hygienically and following menu guidelines ○ Ensure food allergies and dietary needs are carefully monitored ● Carry out other programme duties to ensure the smooth running of the programme

Signed _____ Tumuaki/principal Date: _____

Signed _____ Programme Coordinator Date: _____