

# Casual AHA | Position Description



Position title: Casual AHA

Reporting to: AHA Manager

## Position summary:

The Ascham Holiday Academy is an engaging and exciting holiday offering for students in Kindergarten to Year 6. Activities vary from arts and drama, to science, sport, baking, offsite excursions and much more. The AHA casual works during school holiday periods to assist the AHA manager in the successful delivery of the Ascham Holiday Academy. The AHA casual is responsible for assisting with the direct supervision of students, program development & delivery, organisation and supervision of activities, maintaining a safe and clean working environment and any other duty required by the AHA manager. This position requires the successful applicant to be available for the April, July, September and Christmas holiday periods.

## Duties and Responsibilities:

### Responsibilities

- Participate in all AHA sessions, including those run by external facilitators, from 8am – 4pm daily. Activities include but are not limited to, physical activity, creative or artistic tasks and academic extension tasks. The AHA Casual may be asked to plan up to 2 of these sessions and will be supported in their development and delivery.
- Supervise students on off-site excursions
- Supervise children both indoors and outdoors during recess and lunch breaks.
- Facilitate morning and afternoon carline duty.
- Work effectively as a member of a team to share in program preparation and delivery
- Attend planning and training sessions as required.
- Ensure the basic cleanliness, safety and security of all AHA spaces
- Support the AHA manager in the delivery of all aspects of the Ascham Holiday Academy.

### Professional Behaviour

- Model professional language and behaviour through positive interaction and effective classroom management.
- Report any incidents to the daily supervisor who will inform the parents if required. In the event of a critical incident administer first aid and call 000 (if required) before contacting the AHA manager.
- Behave in a professional manner at all times

### Essential Criteria

- Experience working with children in educational environments including primary and secondary schools, preschools and after-school care centres.
- First Aid and CPR trained
- Current Working with Children Check
- Motivated, enthusiastic, energetic, and dedicated
- Available for all school holiday periods in 2023

The ideal candidate would:

- Tertiary Education qualifications, or currently completing tertiary study
- Experience running holiday program activities

### Anticipated Commitment

The Ascham Holiday Academy Casual is required to be available for up to 75% of each 2023 school holiday period. Daily hours are 8am – 4pm.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_