

After School Care Matrices 2021 -

After School Care Coordinator			
General Support	Additional Support	Te ao Māori	At Korakonui School:
<p>Creates and runs collaboratively an After School Care programme that meets the needs of the students involved</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan activities and menu for the week/afternoon and purchase/create any resources needed. <input type="checkbox"/> Supports inclusion in After School Care and amongst peers and takes appropriate action to support students' wellbeing. <input type="checkbox"/> Has supervisory responsibility for other employees, including ensuring programme is adequately staffed <input type="checkbox"/> Communicate effectively - with parents at pick up, and with other school staff as necessary. In particular good communication is essential with our office manager, in regards to daily attendance of students, pick up arrangements , resourcing etc. Flexibility of space within the school site may be necessary from time to time. <input type="checkbox"/> Implement any school or ministerial guidelines as required for being on a school site <input type="checkbox"/> 	<p>Directly supports students and staff with specific health, behavioural and/or other needs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Will make minor adaptations to plans and resources to ensure activities are achievable and in response to individual student needs. <input type="checkbox"/> Provides direct support for specific health, behavioural and/or other needs of student/s in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the after school care programme. <input type="checkbox"/> Provide support for any after school care supervisors, and liaise with school staff in any relevant personnel matters <input type="checkbox"/> Communicate effectively with relevant stakeholders around any specific needs for children <input type="checkbox"/> Ensure staff have what they need to provide food, drink and activities whilst they are operating after school care. 	<p>Supporting, guiding reo and tikanga</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adapts and prepares te reo Māori resources and activities to support programmes as deemed necessary. <input type="checkbox"/> Supports, uses and encourages the use of te reo or tikanga in the after school care where possible. 	<p>This also looks like:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan, purchase and prepare weekly/daily afternoon tea - food and drinks as required. <input type="checkbox"/> Purchase, clean and care for any equipment belonging to After School Care <input type="checkbox"/> Flexibility of space within the school site may be necessary from time to time. <input type="checkbox"/> Flexibility of programme is needed depending on number of students attending programme.
<p>Core skills will include: listening, patience, empathy, encouraging and flexibility. Additional skills at this level may include: active listening, calmness, tact.</p>			

After School Care - Supervisor

General Support	Additional Support	Te ao Māori	At Korakonui School:
<p>Operates and works collaboratively to run an After School Care programme that meets the needs of the students involved</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan activities for the week/ afternoon and purchase/create any resources needed - liaising with ASC Coordinator <input type="checkbox"/> Supports inclusion in After School Care and amongst peers and takes appropriate action to support students' wellbeing. <input type="checkbox"/> Has responsibility to communicate effectively with After School Care Coordinator, supporting them to ensure ASC programme is adequately staffed <input type="checkbox"/> Develops strong relationships with students enrolled in after school care. Uses multi-cultural knowledge to guide students and colleagues or develop rapport. <input type="checkbox"/> Manage different aged children in different settings eg. MPR, playground, swimming pool etc. <input type="checkbox"/> Communicate effectively with all stakeholders - this includes but is not exclusive too: parents at pick up, and other school staff as necessary. In particular good communication is essential with our office manager, in regards to daily attendance of students, pick up arrangements , resourcing etc. 	<p>Directly supports students and staff with specific health, behavioural and/or other needs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Will make minor adaptations to plans and resources to ensure activities are achievable and in response to individual student needs. <input type="checkbox"/> Provides direct support for specific health, behavioural and/or other needs of student/s in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the after school care programme. <input type="checkbox"/> Provide support for After School Coordinator, and any other after school care supervisors, and liaise with school staff in any relevant matters relating to after school care <input type="checkbox"/> Communicate effectively with relevant stakeholders around any specific needs for children <input type="checkbox"/> Ensure students have what they need in terms of food, drink and activities whilst they are in after school care. 	<p>Supporting, guiding reo and tikanga</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adapts and prepares te reo Māori resources and activities to support programmes as deemed necessary. <input type="checkbox"/> Supports, uses and encourages the use of te reo or tikanga in the after school care where possible. 	<p>This also looks like:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan, purchase and prepare weekly/daily afternoon tea - food and drinks as required. <input type="checkbox"/> Purchase, clean and care for any equipment belonging to After School Care <input type="checkbox"/> Flexibility of space within the school site may be necessary from time to time.
<p>Additional skills may include: ongoing mentoring, emotional engagement, de-escalating difficult situations, negotiation and/or persuasion.</p>			