



Woolston Development Project Casual OSCAR Assistant Job Description

Part 1:	Summary
Position:	OSCAR Assistant
Hours:	As required/rostered
Hourly rate:	\$23.95 (entry level) - \$24.16 (experienced)
Type:	Casual
Part 2:	Relationships
Responsible to:	OSCAR supervisor (in the absence of a Supervisor to the Kaiwhakahaere (manager) or Whānau Support Worker)
Works with:	OSCAR programme children and their whānau/families. Staff at Te Waka Unua School Kaiwhakahaere (manager) & Whānau Support Worker Staff at outside venues such as Chipmunks Playland, Willowbank, Inflatable World, Caddyshack City, Reading Cinemas and any other venues our programmes visit during school holidays or during after school programmes
Part 3:	Vision, Mission & Principles
WDP's Vision:	A community where people are happy, safe and empowered.
WDP's Mission Statement:	To connect, support and empower whānau/families across generations
Alignment with the above mission and vision:	Supporting whānau/families by providing a safe place for their children/tamariki to be while parents/caregivers are at work or study.
Part 4:	Responsibilities & Duties:
Key Responsibilities	<ul style="list-style-type: none">• Assisting with the care of tamariki on Woolston Development Project's OSCAR programmes:<ul style="list-style-type: none">- Holiday Programmes: Any hours rostered between 7.15am and 5.30pm, Monday to Friday, last two weeks of January, two weeks in each of April, June/July and September/October school holidays.- Before School Programme as reliever, 7.30am - 8.45am- After School Programme as reliever, 3 – 5.30pm contact time and additional hours for preparation & training• Following the instructions of the OSCAR Supervisor, and other senior staff (when required)• Working in partnership with other OSCAR assistants• Monitoring health & safety of programme and premises and managing risks to children's health/wellbeing.• Supporting tamariki as they learn & grow at their best and worst• Assisting with making & serving afternoon kai to our tamariki



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Essential

- Enjoys working with children and you must have a sense of humour!
- Excellent professional boundaries and a strong understanding of Child Safety issues and how to protect children from harm.
- Understanding of and knowledge of appropriate behaviour around children and role modelling of such.
- Good team player - positive, encouraging and able to provide positive feedback.
- Great practical skills
- Warm and friendly.
- You must have childcare experience. OSCAR experience is ideal.
- Reliable, punctual, honest and trustworthy.
- A willingness to listen and learn.
- Kindness, compassion, and patience

Ideal additional qualities to have

- A knowledge of Te Ao Māori and Te Reo Māori
- Flexibility to change rostered days/hours if another assistant is sick during holiday programmes
- Arts, crafts, sports or music skills

