



Casual OSCAR Supervisor position

Job Description

Part 1:	Summary
Position:	OSCAR supervisor
Hours:	Various depending on the programme and the individual employee.
Hourly rate:	\$27.19 to \$27.68 depending on skills & experience.
Part 2:	Relationships
Responsible to:	WDP Kaiwhakahaere / Manager
Direct reports:	OSCAR programme assistants Youth Volunteers
Works with:	OSCAR programme tamariki/children and their whānau/families. Staff at Te Waka Unua School Whānau Support Worker and other supervisors Staff at outside venues such as Chipmunks Playland, Willowbank, Court Theatre, cinemas and any other venues our programmes visit during school holidays.
Part 3:	Vision, Mission & Principles
Woolston Development Project's Vision:	Woolston is a community where people are happy, safe and empowered.
WDP's Mission Statement:	To connect, support and empower Woolston whānau/families across generations.
Alignment with the above mission and vision:	Supporting whānau/families by providing a safe place for their tamariki/children to be while mātua/parents/caregivers are at work or study.
Part 4:	Responsibilities & Duties
Key Responsibilities	<p>Supervising Woolston Development Project's OSCAR programmes will include working on all or part of the following programmes:</p> <ul style="list-style-type: none"> - Holiday Programmes: Rostered any time between 7.15am and 5.30pm Monday to Friday - After School Programmes: Relief work on this programme. 3 to 5.30pm contact time plus additional hours for planning, preparation, training and staff meetings Monday to Friday. - Before School Programmes: relief work on this programme. 7.15am for set up, 7.30-8.30am contact time plus any additional hours as required for preparation, planning, training and staff meetings. <p>Planning and implementing activities on each programme</p> <p>Working in partnership with the other OSCAR supervisor(s)</p> <p>Liaising and networking with parents/caregivers, schools</p>

Key responsibilities (continued)	Developing individualised care plans for children with higher needs in partnership with the Whānau Support Worker Monitoring health & safety of programme and premises and managing risks to tamariki/children's health/wellbeing. Managing tamariki/children's behaviour especially tamariki who are neurodivergent or are experiencing trauma outside our programme.
Part 5:	Skills/experience
	<ul style="list-style-type: none">• Enjoys working with tamariki/children. This is absolutely essential!• Warm, immensely patient and able to keep calm under pressure.• Ability to identify potential issues before they turn into problems.• Strong ability to read the room and communicate clearly to both adults and tamariki.• Experience supervising other staff members.• Excellent professional boundaries and a strong understanding of Child Protection issues and how to protect tamariki/children from harm.• Understanding of and knowledge of appropriate behaviour around tamariki/children and role modelling of such.• ICT & report writing skills• Good team player - positive, encouraging and able to provide positive feedback.• Great practical skills• Knowledge of and understanding of te ao Māori/te reo Māori preferred.