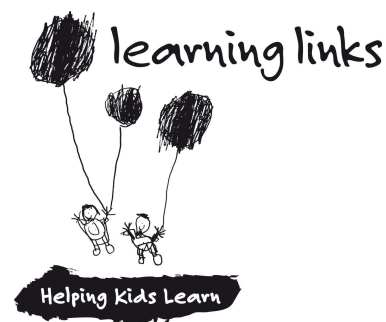


STATEMENT OF DUTIES



JOB TITLE: Manager,
School Age Services

ACCOUNTABLE TO: General Manager,
School Age Services

1. OBJECTIVES

- a) To select, support and supervise staff from a variety of disciplines working in the branch.
- b) To monitor service delivery and maintain best practice methodology.
- c) To be responsible for day to day branch operations and programs.
- d) To be responsible for the fiscal management of the branch.
- e) To liaise with the General Manager, SAS and other SAS Managers to develop and enhance School Age Services.
- f) To promote and maintain the branch profile within schools and the local community.

2. DUTIES

Management

- a) To collaborate with and be responsible the General Manager, School Age Services, for the overall conduct of the location.
- b) To be responsible for the quality, effectiveness and viability of School Age Services' programs at the location. To monitor and evaluate programs and services on a routine basis.
- c) To manage and support staff through facilitating and coordinating communication channels and systems that encourages a coordinated and effective team.
- d) To initiate and implement services and management strategies in accordance with Learning Links' mission and values.
- e) To be responsible for the administrative requirements of the location, including preparing and monitoring budgets, writing submissions and identifying fundraising opportunities.
- f) To develop procedures and effective management strategies relevant to the operation of the location.
- g) To ensure that all staff at the location adhere to all Learning Links' policies and procedures.

- h) To promote a professional and positive image of the location and the services it provides across the local community, the education sector and with the general public.
- i) To ensure database records are routinely maintained.
- j) To identify and manage maintenance requirements and resources.
- k) To represent the location and SAS in general on relevant external committees.
- l) To implement Learning Links' OH&S policy and monitor staff compliance.

Fiscal

- a) To be responsible for the fiscal management of the location, including preparing and monitoring budgets, writing submissions and identifying fundraising opportunities.
- b) To develop and manage the budget for the location and report on variations which may impact on the program.
- c) To effectively balance commercial imperatives with Learning Links' broader charter as a not-for-profit charity.
- d) To manage staff caseload allocations and staff: child ratios in relation to budget considerations.

Program Management

- a) To ensure that all children accessing School Age Services' programs receive specialist support according to their individual learning needs.
- b) To ensure that the effectiveness of all programs is constantly monitored and documented with recommendations concerning status being communicated to the General Manager, School Age Services.
- c) To identify and procure branch resources within the constraints of budget considerations and branch priorities.
- d) To coordinate student placements and develop and manage branch timetables and staff rosters.
- e) To supervise and monitor assessment, therapy and group programs.
- f) To coordinate and monitor the provision of specialist workshops and programs.
- g) To supervise assessors, and in consultation with the respective assessors ensure appropriate tests are administered and quality assessment reports are completed within designated timeframes.
- h) To develop, implement and maintain systems to ensure the efficacy of branch operations to optimise the support provided to children.

Professional Development

- a) To identify professional development opportunities to assist in enhancing the profile and skill base of both the location and School Age Services.
- b) To coordinate the development and delivery of targeted workshops specific to the needs of parents.
- c) To undertake a commitment to own professional development training in relation to identified objectives.

Staff

- a) To be responsible for the recruitment, orientation and supervision processes for staff employed at the location.
- b) To facilitate professional development opportunities for staff.
- c) To monitor the professional conduct of staff and provide individual support.
- d) To conduct Performance Reviews for staff employed on a permanent or permanent part-time basis.
- e) To develop and maintain a cooperative and integrated team at the location within a supported and structured framework.
- f) To liaise with staff members to share ideas and disseminate information.
- g) To contribute to Learning Links' publications as relevant and be actively involved in the process of increasing the community's awareness of issues relating to learning difficulties and disabilities.
- h) To collaborate with the General Manager, School Age Services and other SAS Managers to optimise the quality of service delivery and develop program initiatives.

Contact with Other Professionals

- a) To liaise with professionals within Learning Links, agencies and the wider community to enhance services to children and families and to further develop recognition of the programs and support available.
- b) To identify areas for professional development courses and to liaise with local schools, agencies and community partners. To provide professional development workshops and information to assist them to better meet the needs of students with learning difficulties in response to identified need.

OH&S

- a) To adhere to the Company's OH&S policy and be proactive in all OH&S practices.

3. CONFIDENTIALITY

Not to disclose to any person at any time any confidential information about the operations of Learning Links including (without limiting the generality thereof) Learning Links' corporate knowledge or financial affairs. This restriction on disclosure of confidential information continues to apply in the event that employment by Learning Links ceases.