Role Description – Centre Manager

Re-View After School Study Centre

The College

Saint Ignatius' College, Riverview is an independent non-selective boys’ school for Years 5-12. It is a Catholic day and boarding school run by the Society of Jesus and grounded in the Ignatian tradition.

Established in 1880, the mission of the College is to provide an all-round education that inspires boys to a life-long development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with competence, conscience, commitment and compassion.

The College is situated at Lane Cove, Sydney and consists of two campuses co-located on 45 hectares of land. Currently more than 1550 students attend the College, 330 of whom are boarders.

College Mission Statement

‘Our Mission is to provide an all-round education for boys that inspires them to a life-long development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with discernment, conscience and courage.’

Quantum Potes Tantum Aude

(As much as you can do, so much dare to do)

To fulfil its mission, Saint Ignatius’ College teaches its students and encourages its staff and parents to foster a genuine spiritual life that embodies the joy, compassion and hope of an active Christian faith.

The academic program seeks to cultivate an excellence of teaching and thinking that is reflective, analytical and critical. A broad and rigorous curriculum is offered, adaptable to individual needs and responsive to present and future demands.

Each student is challenged to do his best and is given personalised care to achieve individual excellence and high self-esteem.

The goal of Jesuit education is a quality of soul, which manifests itself in the pursuit of justice through genuine love of neighbour, and through the development of a personal and authentic faith in Christ.

Teachers at Saint Ignatius’ College, Riverview, are professional educators whose work is guided by the values of the Ignatian tradition enunciated in the College’s Mission Statement. Each Teacher is a member of a Faculty Team, which is inspired at all times by the highest Ignatian ideals of Companionship and Team.
1. ‘Re-View’ – After School Study Centre Rationale

Re-View is an after school study program designed to support the mission of the College by providing students with supervised study and structured homework time with the support of teachers and tutors using College facilities between the hours of 3:30 and 7:30. The program includes some supervised time in the yard, two breaks for afternoon and early evening snacks, two 90 minute study sessions and an evening meal in the College refectory.

2. Duties of Re-View Centre Manager

2.1 Values and Charism

2.1.1 Lead and model the values of Jesuit education: world affirming, Christ-centred, forming men and women for and with others, cura personalis and seeking excellence in the work of formation.

2.1.2 Proceed with the ‘Ignatian pedagogical paradigm’ - context, experience, action, reflection and evaluation as a process for deepening learning.

2.1.3 Promote a culture of welcome and academic excellence.

2.2 Management and organisation

2.2.1 Coordinate accurate attendance records and contact parents where necessary.

2.2.2 Manage the allocation of staff to student groups.

2.2.3 Allocate students to appropriate class groups.

2.2.4 Develop and manage supervision rosters for teachers and tutors.

2.2.5 Ensure that appropriate records are maintained regarding transport and dietary needs.

2.2.6 Coordinate the dismissal of students at the conclusion of dinner.

2.2.7 Liaise with appropriate staff and stakeholders.

2.2.8 Provide ongoing weekly feedback to the Deputy Principal Teaching and Learning via email.

2.3 Active supervision and tutorial services

2.3.1 Supervise staff during the program to ensure effective services are delivered to students.

2.3.2 Sign off on staff attendance for each session.

2.4 Duty of care

2.4.1 Enforce the College Code of Conduct for student behaviour as well as the Staff Code of Conduct.

2.4.2 Report any pastoral or behavioural concerns to the relevant Heads of House and/or Deputy Principal Students.

2.4.3 Ensure that students within the program are supervised at all times.

2.4.4 Ensure that both students and staff follow the Codes of Conduct.

2.4.5 Ensure that all staff are aware of their responsibilities in relation to child protection.

2.5 Remuneration and work practice

2.5.1 Following the trial period, appointments are made on an annual basis unless negotiated with the Deputy Principal Teaching and Learning and Deputy Principal Staff.

2.5.2 The Centre Manager role may be split across different personnel on different days as negotiated with the Deputy Principal Teaching and Learning and/or Deputy Principal Staff.

2.5.3 The Centre Manager is expected to be on active duty between the hours of 2:45pm and 7:45pm.

2.5.4 The Centre Manager will be paid an hourly rate of $100.00 per hour plus superannuation.

2.5.5 The Centre Manager will not be expected to take their own class but may assist some students when appropriate.

2.5.6 The Centre Manager will be expected to attend a 45 minute briefing/training session prior to the beginning of the program.

2.5.7 The ReView Centre Manager will be employed under a non-award contract.
3. Relevant domains of teaching

3.1 Ethos and values
A Riverview Teacher:

- supports and espouses the values of the Catholic Church in the teaching and learning environment
- provides Christian example and model by word and action

3.2 Professional knowledge
A Riverview Teacher:

- considers the students’ own experience to be a fundamental and especially valuable resource
- embraces the use of Information and Communication Technology (ICT) and its application in classroom learning
- maintains effective communication with parents regarding special learning needs of individual students

3.3 Professional practice
A Riverview Teacher:

- creates a learning environment which stimulates learning and promotes excellence, where students are both challenged and supported
- shares explicitly with students a code of conduct which enables students to work productively in a fair environment
- uses effective communication strategies to support student understanding, participation and engagement
- ensures good classroom management
- ensures class rolls and attendance are strictly monitored
- maintains a clean, tidy and healthy classroom and is aware of emergency procedures for students’ safety, and specific safety procedures related to the subject or activities taught
- ensures student well-being and safety within school and where there is a perceived danger to a student, communicates confidentially with the Centre Manager in the first instance
- encourages students to reflect on their work and the process they have gone through

3.4 Professional engagement
A Riverview Teacher:

- contributes to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team
- maintains professional confidentiality on information about students
- communicates with students, fellow staff and parents in a respectful, clear, caring and professional way
- is proactive in communicating with parents through the student diary, in written reports and in parent/teacher interviews, and responds promptly to parental calls or enquiries
- attends all lessons (unless prior arrangements have been made) and is punctual
- dresses appropriately for a professional educator
- demonstrates at all times a support of school rules in dealing with students
- in consultation with the Head of Co-curriculum, and the relevant Master in Charge, plans a consistent, coherent and relevant program in their area of co-curriculum activity
- provides the appropriate duty of care and supervision to the students in their charge

4. Work Health and Safety (WHS)

Actively support and contribute to the maintenance and development of a safe working environment.
5. Appraisal / review conditions

The ReView Centre Manager will be required to undergo a yearly professional review with the Deputy Principal Teaching and Learning as an integrated part of their professional development.

6. Terms of employment

The position of ReView Centre Manager is an ongoing part time position. The hours are 2.30 pm to 8.00 pm Monday to Thursday during term time.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation