

Role Description



First Nations Boarding Tutor

DEPARTMENT/FACULTY	First Nations & Learning Enrichment
REPORTS TO	Principal via First Nations Coordinator & Head of Learning Enrichment
LOCATION	Senior Campus & Boarding Houses
TYPE OF EMPLOYMENT	The position of the First Nations Boarding Tutor is a casual position, and the staff member will be required to work 8 hours per week. Or as agreed with the First Nations Coordinator & Head of Learning Enrichment.
INDUSTRIAL INSTRUMENT	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
CLASSIFICATION/GRADE/BAND	Boarding Services - Level 2

ROLE PURPOSE

The purpose of the First Nations Boarding Tutor is aimed at improving outcomes for First Nations students at the College. The First Nations Boarding Tutor works with the First Nations students to enhance academic outcomes and provide support and guidance for learning extending beyond the classroom.

ROLE RESPONSIBILITIES

Student support and pastoral care

- Provide structured, consistent academic support through group study and individual tutorials.
- Foster student confidence, resilience, and commitment to learning.
- Be sensitive to the needs of individual students.
- Provide support and counsel to boys as the need arises.
- Demonstrate a capacity to balance academic and pastoral care in supporting students' holistic development.
- Maintains professional boundaries and ensures consistency of support across the student body.
- Demonstrates sensitivity to student wellbeing alongside academic demands.
- Creates a positive learning environment that supports both academic progress and personal growth.
- Encourages balance, independence, and responsibility in student study habits.

Collaboration, communication

- When required, effectively shares insights on student progress with parents, teaching staff, and boarding staff.
- Strong communication skills to provide constructive feedback to students in ways that enhance learning outcomes.
- Works collaboratively with Learning Enrichment Teachers and First Nations Program to bridge academic experiences between school and boarding life.

Administration

- Manages time effectively to provide consistent weekly support across different learning stages and boarding houses.
- Reliable and flexible in fulfilling the commitment of the role.
- Review and track student progress against academic goals and semester reviews.
- Identify and communication areas of student strength and difficulty to inform tailored support.
- Use results and feedback to continuously refine support strategies.

- Be alert to boys experiencing personal difficulties and advise Head of Division and First Nations Coordinator of these issues
- Encourage boys who are not studying and advise the Head of Division, Head of Learning Enrichment and First Nations Coordinator.
- Engage and support an individual student “in crises” as requested by the Head of Learning Enrichment and First Nations Coordinator.

SELECTION CRITERIA

- Excellent communication skills, including both verbal and written
- Demonstrates collaborative practices and a commitment to working as part of a team
- Demonstrates an understanding of and a commitment to the Mission and Values of the College
- Demonstrated passion for walking alongside and supporting First Nations students, grounded in respect for culture, community, and individual learning journeys
- Ability to build rapport with students, fostering participation and inclusion
- Have the skills to coordinate and deliver support that stimulates and engages students of all abilities
- Hold an Australian Boarding Schools Association (ABSA) Duty of Care Certificate

THE COLLEGE

Saint Ignatius’ College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney’s lower north shore, Riverview is a leading independent Catholic school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius’ College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius’ College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius’ College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College’s Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid ‘working with children’ documentation
- Undergo periodic ‘national criminal history record’ checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.