

Role Description



Boarding Recreation Officer

DEPARTMENT/FACULTY	Boarding
REPORTS TO	Principal via Assistant Director of Boarding
LOCATION	Senior Campus
TYPE OF EMPLOYMENT	The position of the College Counsellor is a part-time ongoing, stand-down position and the successful applicant will be required to work 32 hrs per week as rostered during term time.
INDUSTRIAL INSTRUMENT	Independent Schools NSW (Support & Operational Staff) Multi-Enterprise Agreement 2021
CLASSIFICATION/GRADE/BAND	Boarding Assistant - Level 2

ROLE PURPOSE

The purpose of the Boarding Recreation Officer is to plan, organise and oversee recreational activities within the Boarding community. The Boarding Recreation Officer role supports the opportunity to enhance the educational experience, well-being and development of the students.

ROLE RESPONSIBILITIES

Activity Planning

- Research and analyse a diverse range of recreational activities across sport, leisure and outdoor activities at a variety of skills levels.
- Collaborate with the Director of Boarding, Assistant Director of Boarding, Heads of Division, Assistant to the Director of Boarding, teachers, parents and community organisations to create a well-rounded program that addresses the needs and interests of the Boarding Community.
- Design and coordinate the recreational activities included in the program, including sports afternoons and weekend activities.
- Liaise with other Boarding Schools to develop cross campus activities for students at Riverview.
- Design, Develop and implement a series of community events to ensure the Boarding Community thrives.
- Review and evaluate the recreational activities annually, providing feedback to the Director of Boarding & Assistant Director of Boarding in regard to proposed changes to the recreational program.
- Introduction of after school 'Clubs' for boarding students either off site or utilising the college facilities

Administration

- Promote a positive and collegial environment.
- Communicate effectively with boarding staff, students, parents and members of the community.
- Work effectively and co-operatively with other boarding staff supervising the students during recreational activities.
- Complete and maintain Risk Assessments for all recreational activities within the program.
- Complete and maintain Planning tickets for all recreational activities within the program.
- Complete any other relevant administration tasks, marking rolls, survey forms, reports etc as required.
- In consultation with the Director of Boarding and Assistant Director of Boarding, manage the yearly budget and resource allocation for the recreation program.
- Support the boarders with transfers for Saturday sport and be available for on call logistics support.
- Monitor the behaviour of the students participating in the activities and assess their impact on student well-being and development.
- Attend meetings with Director of Boarding, Assistant Director of Boarding and Heads of Division
- Attend any community organisation meetings to strengthen the connection between the College and the community.
- Collect feedback from students, parents and staff to assess the offerings in the recreation program and make recommendations as appropriate.

- Planning activities which take into account the varied interest areas and financial situations of the boarding students. (For example: Offering free as well as paid activities. Offering cultural as well as sporting activities. Offering participation as well as spectator activities)
- Work collaboratively with the Assistant to the Director of Boarding regarding logistics for student transport. This includes but is not limited to; excursions, sport and leave arrangements.
- Undertake an annual audit of assists and in conjunction with Director of Boarding and Assistant Director of Boarding develop a works program for next calendar year.

Student Engagement

- Be sensitive to the needs of individual boarders.
- Be alert to boys experiencing personal difficulties and how that may affect their participation in recreational activities.
- Encourage active student participation and promote the benefits of recreational involvement.
- Ensure that the students' involvement in the recreational program is a valuable part of their overall experience at the College and is in congruent with the characteristics of Jesuit Education.

Terms of Employment

- Flexibility with working hours is an expectation of this position.
- The expectation is that the Recreation officer will work Friday, Saturday and Sunday during term time.
- Attendance is required at boarding staff meetings, at the commencement of each term
- Attendance at professional development opportunities on an as required basis.
- Attendance at overnight activities, events and tours will be required as directed by the Director of Boarding, The Principal and/or Deputy Principal may direct completion of other reasonable, relevant duties.
- The College reserves the right to modify this position to meet its operational needs.

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
- Ability to build rapport with students, fostering participation and inclusion
- Have the skills to coordinate and deliver activities that stimulate and engagement students of all abilities
- Hold an Australian Boarding Schools Association (ABSA) Duty of Care Certificate
- Certificate IV Workplace Training and Assessing (Desirable)
- Certificate IV Fitness (Desirable)
- Light Rigid (LR) vehicle license (Desirable)

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.