



Saint Ignatius College Geelong

Role Statement

Daily Organiser

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos, College's Child Safe Policies and Procedures
- College's Ignatian Ethos, CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students
- Saint Ignatius College staff will have a deep knowledge of the content that they teach
- Saint Ignatius College staff will pursue best practice
- Saint Ignatius College staff will achieve this through professional engagement

Overview of the role

The Daily Organiser Works with Deputy Principal (Staff and Operations) to ensure the efficient and effective daily operations of the College.

The Daily Organiser is responsible on a day to day basis for the smooth and efficient operation of the daily routines of the College, through the process of coordinating, managing and monitoring short-term cover for teacher absences. The Daily Organiser manages duty rosters to ensure appropriate arrangements are in place to supervise students outside of class time. They are responsible for coordinating significant events and the use of classrooms and other common facilities.

The Daily Organiser is a member of the College Operations Team. The Daily Organiser commits to the vision and values of the College as articulated in the College Mission and Vision Statement and the School Improvement Plan. The Daily Organiser works with and supports others in creating a culture of learning, faith and wellbeing for all in the Ignatian tradition.

The current Operations Team consists of Deputy Principal (Identity and Co-curriculum), Deputy Principal (Students), Deputy Principal (Teaching and Learning), Deputy Principal (Staff and Operations) and Off Campus Activities Coordinator.

Key Responsibilities and Accountabilities

Specific Responsibilities

- Monitor all staff absences on a daily basis and develop a system for covering classes, homerooms and yard duty for teachers who are unavailable for their normal duty
- Be available early each morning to arrange cover of classes of absentee teachers and publishing these on-line
- Manage the College calendar, and anticipate events on the school calendars to plan accordingly
- Ensure all required communications about daily events and changes go out to all staff
- Manage staff rosters, room and furniture allocations
- In collaboration with the Human Resources Manager, ensure that all casual staff employed by the College fulfill the requirements of staff at Saint Ignatius College Geelong



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- In collaboration with Human Resources Manager, ensure all casual relief teachers are registered with the VIT and other casual relief Education Support staff have a current Working with Children Check
- Liaise with and be responsible to the Deputy Principal (Staff and Operations)
- Ensure all events and activities are on the College calendar/s
- Ensure all casual staff have a copy of the Staff Induction Handbook and support them in the Induction process
- Inform teachers and CRT's of classes to be covered, extras to be taken, etc.
- Liaise and assist the Timetabler, Deputy Principal (Teaching and Learning), Senior Certificate Coordinator, Heads of House and Year Level Coordinators in planning, staffing and implementing arrangements for student examinations
- Provide up-to-date Yard Duty rosters
- Notify the Payroll Officer in writing of the names and details of staff absences and CRT employment on a fortnightly basis
- Ensure a process in place for absent staff to leave work to be done and the covering person to provide feedback
- Liaise with the Deputy Principal (Staff and Operations), Off-Campus Activities Coordinator and the relevant leader regarding camps, tours, excursions and incursions
- Liaise with the Deputy Principals and Director of Teacher Development regarding Professional Development activities so as to rationalise competing demands on timetabling and the covering of classes
- Facilitate suitable venues and staffing for student examinations in conjunction with the Senior Certificate Coordinator and Site and Infrastructure Manager and Deputy Principal (Teaching and Learning)
- Provide CRT induction and coordination of timesheets and ICT related loans
- Coordinating schedules and rosters for school activities such as Photo Day and Immunisations
- Providing oversight and supervision on the day of school activities, such as Photo Day and Immunisation
- Recording and assisting with providing cover of staff on camps, immersions, exam supervision, excursions etc. and providing information to payroll for payment or for time in lieu.

Leadership of Staff

- The efficient and effective daily operations of the school through the deployment of school personnel and resources that maximise learning
- Collaborate with Daily Organiser assistant/s
- Be mindful of staff needs and special circumstances in the allocation of additional duties, especially in adhering to the Certified Agreement and the College Extras Policy
- Monitor the daily College operations to ensure a safe, efficient and effective environment
- Liaise with the Timetabler, Deputy Principals, Business Manager and Finance officer
- Be available for contact during and out of school hours, having access to a College provided mobile phone with message bank
- Complete all documentation connected with the allocation of extras, CRT contact numbers, CRT payment, Daily Extras allocation, cumulative record of extras allotted to each staff member
- Liaise with the Learning Area Leaders and Deputy Principal (Teaching and Learning) regarding work left for absent staff.

Educational Leadership

- Conduct an annual minor review of the Daily Organisation Program and prepare an evaluation report for the Deputy Principal (Staff and Operations)
- Develop goals at the start of each year
- Provide a report each year
- Be competent in the use of the computer program, knowledge of "Timetable Solutions" an advantage



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Key selection criteria

- Excellent communication and interpersonal skills, including team building and leadership
- Sound administrative and organisational skills with the ability to manage competing demands and priorities to meet deadlines
- Exposure to a similar environment highly desirable
- A flexible approach to work and being adept at prioritizing, ability to operate under pressure and managing multiple tasks to meet strict deadlines.

Other Duties

This position does not follow normal school hours, and it is expected that work will be conducted daily, outside of hours, before and after the school day.

Other related duties as directed by the Principal.

General Accountabilities of all Staff

- Attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning Days
- Demonstrate professional and collegial relationships with colleagues
- Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning
- Adhere to the College's professional dress code for staff
- Demonstrate alignment and support for the Catholic and Ignatian ethos of the College
- Support the mission, vision and values of the College as articulated in the School Improvement Plan
- Be familiar with and comply with College policies and procedures
- There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Commitment to Child Safety

- Demonstrate Duty of Care to students in relation to their physical and mental wellbeing
- Provide students with a child-safe environment
- Be familiar with and comply with the College's Child Safe Policy, Code of Conduct, and any other policies for procedures relating to child safety
- A demonstrated understanding of appropriate behavior and legal obligations relating to child safety.

A performance review will be conducted midway through the period of tenure.



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Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Have a demonstrated understanding of Victoria's 11 Child Safety Standards

- Have a demonstrated understanding of appropriate behavior when engaging with children
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations
- Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

- Provide students with a child-safe environment
- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing
- Proactively monitor and support student wellbeing
- Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values
- Implement strategies which promote a healthy and positive learning environment
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend school organised activities relevant to house or year level, as required
- Responsibility for the behaviour of all students
- Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff handbook.

Professional Development

- Commit to ongoing professional development in relation to your role
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continue development of ICT skills as technologies evolve
- Participate in the staff appraisal and review process annually
- Be an active member of a relevant professional association as duties permit
- Support collegial learning
- Participate annually in Ignatian professional development
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Uphold the professional standards expected of this role

Co-Curricular Involvement

- Support and be involved in the co-curricular program
- Proactively encourage students to participate in co-curricular activities
- Act as a role model for participating students
- Create and maintain a safe environment in which students may enjoy their participation
- Oversee the provision and care of relevant equipment materials and first aid requirements
- Where appropriate, nominate participating students for awards
- Consider participation in social justice activities/retreats/spiritual programs.



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General and Professional Responsibilities

- Develop and maintain, at all times, collegial and professional relationships with colleagues
- Be respectful of spiritual and social values of the College
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner
- Support a performance and development culture
- Adhere to all College Policies and Procedures

General and School Community Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Demonstrate duty of care to students in relation to their wellbeing
- Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal
- Attend staff liturgical events and staff faith development days
- Use Information and Communications Technologies to enhance administration procedures
- Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
- Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
- Contribute to the life of the College by participating in College functions, events, etc.

Time Allocation:	Negotiated with successful applicant – depending on successful person being a Teacher or Education Support Officer
Remuneration	According to Catholic Education Multi-Enterprise Agreement 2022 Currently the role is a Principal appointment of a teacher. There is time release of 15 periods per week. However, the role could also be suitable to a non-teaching person.
Reports to:	Deputy Principal (Staff and Operations)

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.