



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited for the following full time, permanent position:

After School Program Manager

Commencement Date: To be confirmed

The Extended Day Program is a new service being offered by the College to provide students with a safe and supervised environment for after-school activities and study from 2.45pm – 6.15pm.

Key criteria:

- First Aid qualification
- Possess Computer skills. Including e-mail, Microsoft Word, Excel and PowerPoint;
- Flexible with good communication skills and ability to work as part of a team
- Self-motivated and pro-active
- Ability to create and maintain a safe and supportive environment for adolescent students
- Experience as an out-of-school-hours coordinator/manager
- Ability to promote the Catholic ethos and learning culture of the College
- Background in Education preferred

Closing Date: Monday, 5 February 2018

Applications must include a one page Cover Letter and a full resume including at least four contactable references, posted or emailed to:

The Principal, Rosebank College – 1A Harris Rd, Five Dock NSW 2046 / principal@rosebank.nsw.edu.au -
Tel: 9713 3119

For further information about Rosebank College and this position, visit our website:
[**www.rosebank.nsw.edu.au**](http://www.rosebank.nsw.edu.au)

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position
(www.newcheck.kids.nsw.edu.au)



Role Description

After School Program Manager

Core Role, Purpose and Accountability

The Extended Day Program Manager is a member of the College's support staff and reports to the Principal through the Assistant Principal. The role exists to manage and administer the Extended Day Program. This is a new role and service being offered by the College to provide students with a safe and supervised environment for after-school activities and study from 2.45pm – 6.15pm.

Role Responsibilities

Providing Professional and High Quality Support Services

- Team leadership in managing coaches, tutors, caterers and other staff involved in the Program
- Organising afternoon activities for students
- Maintain student attendance and bookings schedules to ensure student safety and supervision
- Manage budget for the Program including staff and resources
- Provide prompt response to parent enquiries
- Monitor and manage behaviour of students
- Place students in appropriate activities

Contributing to the Service and Professionalism of the Support Staff

- Demonstrate flexibility and team work
- Contribute articles to the weekly newsletter
- Perform other duties as required by the Principal or his/her delegate

Contributing to the Implementation of the College's Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan

- Develop harmonious relationships with staff and students via daily interactions
- Uphold the Benedictine value of service to others in the community
- Provide a standard of service that will support the College's Vision and Mission

Hours of Work

2.45pm – 6.15pm

Monday to Wednesday

ROSEBANK COLLEGE MISSION STATEMENT

Rosebank College is a Catholic, independent, secondary school that continues in the tradition of the Sisters of the Good Samaritan. Our school provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice. Rosebank is a Catholic, co-educational College operated by Good Samaritan Education that offers families in Sydney's Inner West a unique learning environment.

OUR VISION

The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Rosebank proudly maintains its traditions and aims to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.
