



**TRINITY**  
GRAMMAR SCHOOL

## GENERAL POSITION

# ACTIVITIES PROVIDER - DEBATING

## SECONDARY SCHOOL

<b>Position Description</b>	Activities Provider - Debating
<b>Reporting</b>	Supervisor – MIC – Debating and Public Speaking Reporting to – Activities Master
<b>Agreement/Award</b>	Educational Services (Schools) General Staff Award 2010
<b>Hours</b>	Hours to be negotiated

### **Mission Statement**

Trinity provides boys with a thoroughly Christian education in mind, body, and spirit.

### **The School**

Trinity Grammar School's commitment to academic excellence, pastoral care and participation in a breadth of sporting and co-curricular activities, including the creative and performing arts, develops the talents of individual boys in mind, body and spirit. The School offers a wide-ranging curriculum that is delivered by motivated, caring staff accessing exceptional facilities and resources.

Education at Trinity Grammar School is delivered in both the classroom and on the sporting field by motivated, creative and caring staff accessing exceptional facilities and resources. From the significant foundation years of schooling, students are provided with opportunities to develop in mind, body and spirit.

### **Overview of the Co-curricular Department**

Co-curricular activities are an essential element in the life of every Trinity student and is compulsory from Years 3 to 12. Essential for healthy living, disciplined care of the body and the cultivation of temperate habits are an integral component of the development of a well-rounded student. Co-curricular activities aim to develop important skills in leadership, communication, performance, reactivity, decision-making, co-operation and service. The emphasis on students working in teams opens further avenues for leadership and co-operation. Staff are supported by co-curricular specialists who reflect our culture and beliefs where students learn how to cope with adversity, to lose with dignity, and to win with grace.

### **Purpose of the position**

The role of the Activities Provider - Debating is to share knowledge and understanding of activities specific skills and develop student affiliation towards the endeavor. Providers are responsible for delivering an appropriate range of co-curricular activities and programmes for individuals and teams.

All staff at Trinity Grammar School are to be positive in support of the School's traditions and Christian ethos and are expected to be flexible, enthusiastic, competent and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to co-operate with the senior staff, establish and maintain effective relationships with teaching staff, support staff, students and parents and maintain high levels of confidentiality and professionalism at all times.

### Key relationships

All staff are appointed by the Head Master and are responsible to the Head Master for the overall performance of their duties.

The Head Master delegates authority to School Executive for the effective management of the School.

All Activities staff report to the Activities Master through the Director of Co-curricular.

The MIC – Debating and Public Speaking will provide guidance and instruction on day to day duties.

Head of Human Resources will provide support and assistance to individual pastoral care requirements.

### Key accountabilities

- 1 Responsible for delivering the co-curricular activities programme to the students in line with Trinity Grammar School's Co-curricular policies and practices.
- 2 Responsible for ensuring the co-curricular activities are fully compliant with state and national laws and regulations as per the Trinity Grammar School guidelines.
- 3 Maintain formal records required by the School including but not limited to, injury reports, attendance and discipline records.
- 4 Be actively involved in supporting the School's co-curricular activities and uphold the School standards and code of conduct.
- 5 Ensure fair, equitable and socially just practices are applied.
- 6 Comply with the Trinity Grammar School Child Safe Standards policies and procedures.

### Role Responsibilities

- 1 In collaboration with the Activities Master and MIC – Debating and Public Speaking, deliver a programme for the nominated co-curricular activity to achieve short and long term outcomes.
- 2 Facilitate inclusive and age appropriate knowledge and skill development for the students to achieve performance and participation outcomes.
- 3 Assist in the planning and preparation of the activity, giving feedback and ensuring students and parents are advised of activity requirements in a timely manner.
- 4 Act as the point of contact for all students, parents and other staff regarding the specifically assigned activity and related matters.
- 5 Work collaboratively with the Activities Master and MIC – Debating and Public Speaking to encourage a positive experience outside of the classroom.
- 6 Provide input and advice in the selection of teams, if required.
- 7 Support and manage the School's uniform policy for students within the co-curricular activity programme.
- 8 Attend all programmed activities including activity meetings, sessions and events.
- 9 Liaise with the MIC – Debating and Public Speaking to provide reports on student performance, injuries, results and other matters as required.
- 10 Work shifts as agreed and if unable to make a shift for any reason, provide 24 hours' notice to the MIC – Debating and/or Activities Master.

### Regular duties

- 1 Provide recommendations to the MIC – Debating and Public Speaking if new or replacement resources are required to improve programme outcomes.
- 2 Attend all events for assigned group/team.
- 3 Mark attendance rolls, follow up unexplained absences and update MIC – Debating and Public Speaking.
- 4 Maintain formal records required by the School including but not limited to, injury reports, attendance and discipline records.
- 5 If appropriate, collect and return equipment from storage spaces, pack up, clean area and appropriately place equipment in storage areas, adhering to Workplace Health and Safety (WH&S) guidelines as relevant.

### **Pastoral**

- 1 Adhere to the Trinity Grammar School Code of Conduct and model exemplary behaviour reflective of the values and ethos of the School.
- 2 Follow up with the School Health Centre regarding any injuries from the activity sessions. Advise the MIC – Debating and Public Speaking and/or Activities Master of all student injuries as soon as practicable and maintain formal injury reports.
- 3 Liaise with MIC – Debating and Public Speaking and/or Activities Master on student absences at both training and activity and the MIC – Debating and Public Speaking and/or Activities Master administer the Discipline procedures as appropriate.

### **Technology and Equipment**

- 1 Be confident and resourceful in learning new technologies and continuously upskill in digital technologies to engage students and enhance student learning and resourcing of educational programmes.
- 2 Effective use of the School's Administration and Learning Management System.
- 3 Acquire and continue to develop expertise in co-curricular activity specific applications.

### **Professional Learning**

- 1 Attend sessions as identified by the Activities Master and/or MIC – Debating and Public Speaking to meet and maintain professional skills and undertake continuous learning and upskilling with regards to specific co-curricular activity.
- 2 Ensure School compliance requirements are current (First Aid, Working with Children Check etc).
- 3 Undertake continuous learning and upskilling with regards to the School Learning Management System and Administration System.
- 4 Undertake continuous learning to develop expertise in co-curricular activity specific skills.

### **Child Safety Standards**

- 1 In line with the School's Core Staff Documents and associated Policies and Procedures, all staff are responsible for understanding and applying the School's Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures and internal and external reporting obligations.
- 2 Communicate confidentiality with appropriate senior staff any issues or perceived danger to a student.
- 3 Where students are under your care, take all practicable measures to protect students where a risk to their safety has been identified.

### **Work Health & Safety**

All staff are expected to:

- 1 Adhere to and implement safe work practices and procedures in accordance with Trinity Grammar School policies.
- 2 Work safely and report any hazards in accordance with School procedures.
- 3 Monitor and take full care of the health and safety of others.
- 4 Participate when required in the resolution of safety issues.

### **Professional Experience and Requirements**

#### **Essential**

- Valid NSW Working with Children Check (Employment status)
- First Aid Certificate, CPR Certificate and Anaphylaxis and Asthma Management Accreditation
- Play by the Rules - online Child Protection Training
- Ability to demonstrate leadership of co-curricular activity
- Experience in developing and coaching students within a School environment
- Debating Adjudication Qualifications or the willingness to attend the relevant courses and receive accreditation

#### **Desirable**

- Child Safe eLearning- Keeping children safe in organisations – Office of the Children's Guardian