



## Tutor Program Role Description



### OVERVIEW

The role of the Tutor Teacher is in planning, preparation and teaching of programs to achieve specific student outcomes. The Tutor Teacher engages in critical reflection and inquiry in order to improve knowledge and skills to effectively engage students and improve their learning.

This position works closely with the relevant Learning Leader, Assistant to the Principal - Learning and Teaching and the subject teacher. This position is accountable to the Principal and Assistant to the Principal - Learning and Teaching.

POSITION:	TUTOR PROGRAM	
REMUNERATION SCALE:	PER VICTORIAN CATHOLIC EDUCATION MULTI-ENTERPRISE AGREEMENT	
FULL TIME EQUIVALENT:	PER NEGOTIATED TIMETABLE	
REPORTS TO:	PRINCIPAL AND ASSISTANT TO THE PRINCIPAL – LEARNING AND TEACHING	
<b>PRIMARY OBJECTIVE OF THE ROLE</b> To develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs whilst always providing students with a child-safe environment.  All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.		
<b>STATEMENT OF DUTIES</b>		
<b>Catholic Identity</b>	<ul style="list-style-type: none"><li>– Demonstrate active support of the College's mission, vision, values and Kildare Ministries traditions.</li><li>– Promote the mission and ethos of the College through structured classroom prayer, participation in the liturgical life of the College, and modelling of appropriate standards of behaviour.</li></ul>	
<b>Learning and Teaching</b>	<ul style="list-style-type: none"><li>– Plan, prepare and deliver quality and effective teaching and learning programs which are consistent with the Australian Professional Standards for Teachers; the College Learning and Teaching Charter, College course outlines, curriculum policies, work programs and educational trends.</li><li>– Prepare lessons which cater to the range of student abilities and interests and set realistic and challenging academic standards for student performance.</li><li>– Support students through interaction with them in a variety of settings and through the active development of supportive learning environments and effective behaviour management practices.</li></ul>	

	<ul style="list-style-type: none"> <li>– Maintain student records and samples of work and report on student performance to students, parents and other stakeholders within the published timelines.</li> <li>– Complete and return correction, assessments and feedback to students and families according to College guidelines and designated timelines and within published timeframes.</li> <li>– Analyse and use data such as but not limited to NAPLAN, VCE data, PAT testing, educational assessments etc. to plan students learning in order to improve student outcomes.</li> </ul>
<b>Pastoral Care and Child Safety</b>	<ul style="list-style-type: none"> <li>– Be familiar with and comply with the College's Child Safe Policy and Code of Conduct, and any other policies or procedures relating to Child Safety. Including but not limited to mandatory reporting requirements, management of students with anaphylaxis etc.</li> <li>– Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>– Maintain standards of student care and discipline in and outside of the classroom, through support for and implementation of the College Student Welfare and Discipline Policy and Procedures and attention to rostered duties, e.g. Yard supervision, examination supervision and excursions etc.</li> <li>– Provide for the physical, social, cultural and emotional wellbeing and physical safety of students whilst at College.</li> <li>– Encourage the growth of self-esteem in each student.</li> <li>– Identify academic and personal issues which are impacting on the growth and development of each student and advise the appropriate personal.</li> </ul>
<b>Professional Standards</b>	<ul style="list-style-type: none"> <li>– Maintain teaching competency and currency of knowledge of relevant curriculum programs as required by the College.</li> <li>– Actively support and enact College policies and procedures.</li> <li>– Keep abreast of statutory requirements in curriculum.</li> <li>– Demonstrate high levels of professionalism in all activities.</li> <li>– Abide by the College's Professional Dress Code.</li> <li>– Handle confidential information in accordance with College policies.</li> <li>– Actively support and enact College policies and procedures.</li> <li>– Demonstrate knowledge, competence and confidence in the relevant subject disciplines.</li> <li>– Follow appropriate procedures of notification if absent from school. Ensure that students have well prepared work to complete during this time.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>– Maintain accurate and up to date attendance records in accordance with College policy and procedure.</li> <li>– Follow up attendance according to policy and procedure.</li> <li>– Completed all administration tasks as directed and in accordance with policy and procedure.</li> </ul>

## **Qualifications and Requirements**

- Current registration with the Victorian Institute of Teaching or Completing a qualification in Teaching

## **QUALITIES AND CAPABILITIES**

The successful candidate will demonstrate a comprehensive range of the following:

### **Commitment to Child Safety**

- an understanding and familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- an understanding of appropriate behaviours when engaging with children and adolescents
- a suitable person to engage in child-connected work

### **Commitment to Justice**

- a respect for the mission, identity and values of Kildare Ministries in the Brigidine Tradition as lived at Marian College
- incorporate justice in all areas of College life and as such be an enabler for the Kildare Ministries Vision for Living Justice Living Peace
- ensure that staff members and students look to implement sustainability best practices within the College community

### **Dispositions**

- an openness to learning in all situations
- willingness to continue to develop as a professional in the area of learning and teaching and school leadership
- collaborative participation in professional relationships
- a strong commitment to team work
- embrace the need for accountability

### **Attributes**

- a teaching style that is enabling and nurtures the growth of others through sharing and skills
- the capacity to persevere in complex and stressful situations
- a proven capacity to work independently and calmly in the face of changing priorities, deadlines and pressures
- confidence and enthusiasm about the students and the College environment
- a sense of humour and appreciation of the appropriate use of humour
- sensitivity when working with people from diverse cultural backgrounds

### **Knowledge and Understandings**

- knowledge and expertise in the area of learning and the creation of supportive educational environments
- extensive knowledge regarding contemporary approaches in their learning areas
- knowledge about wellbeing approaches for students, including those who may be new arrivals or who may have particular literacy needs
- ability to deal sensitively with confidential staff information

### **Skills**

- capacity as an exemplary and innovative teacher
- capacity to provide support to others characterized by a desire for continuous improvement, reflective thinking and innovation
- excellent organisational skills leading to effective, efficient and accountable work practices
- the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- highly developed interpersonal and communication skills demonstrating the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- the capacity to maintain professional relationships within the College community and with other organisations on behalf of the Principal where necessary
- excellent capabilities in the use of digital technologies

- the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the learning and teaching program

### **Occupational Health and Safety**

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not wilfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard, using the College electronic forms, to the Principal immediately.

<b>Commitment to Child Safety</b>	<p>Marian College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.</p> <p>Marian College has a Child Safety Code of Conduct and as a staff member of the Marian College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct and complete the College Child Safe Register as amended or varied from time to time.</p>
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<b>Date</b>	<b>Authorised By</b>
October 2021	Principal