



Position: Tutor

Tenure: Casual

Salary & Conditions:

Terms and conditions are as per the Catholic Education Multi Enterprise Agreement 2018

Superannuation:

As per Superannuation Guarantee Legislation

Organisational Context:

Monivae College is a secondary Catholic co-educational day and boarding school welcoming to everyone. Inspired by the vision, spirituality and ethos of the Missionaries of the Sacred Heart students are at the heart of all that we do. We nurture academic achievement, faith, resilience, empathy, personal and physical growth to develop our students to the best of their abilities which reflects Gods love for all.

Monivae College as a Catholic school is a place where the sacred dignity of each person is recognised, respected and fostered. Monivae College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe for children and young people.

Organisational Relationships:

Reports to: Director of Learning and Teaching

Review: This Position Description is intended as a framework for professional review. As Monivae College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement. The Principal may determine other duties for this role.

Position Objectives:

A teacher at Monivae College is responsible for contributing to the welfare and the education of the students in the care of the school and for participating in leading, developing and maintaining the ethos and character of this Catholic school established by the Missionaries of the Sacred Heart (MSC).

A teacher at Monivae College is a facilitator for the transfer of knowledge, skills and understanding of the curriculum and the spirit of Monivae College.

Monivae College provides Catholic education which encourages all to realize their unique potential in a caring and child safe environment ensuring that all students enrolled, and any child visiting, have the right to feel safe and be safe.

The wellbeing of children in your care will always be your first priority and you will have zero tolerance to child abuse.

The main focus of the position is to provide support to students whose schooling has been negatively impacted by COVID-19 and the subsequent remote schooling.

Tutor**Key Responsibilities:****Teaching and Learning***Objectives:*

1. A love of learning and an ability to impart it to others
2. Strong classroom management skills
3. Strong knowledge of and high regard for particular subject area(s)
4. Effective and timely feedback to students about their class work and assessment items
5. Other supervision requirements
6. A willingness to be involved with the co-curriculum
7. An ability and willingness to communicate effectively with parents
8. The Tutor is responsible for tutoring students as part of the Tutor Learning Program.
9. Tutors provide additional targeted teaching to support students following the period of Remote Schooling.
10. Tutors provide tutoring to small groups of students in the areas of literacy and numeracy.
11. Tutors will be provided with direction for the learning program from the Director of Learning and Teaching, Learning Support Coordinator and the teacher of the class whose students they are supporting.
12. Tutors will be required to use the autonomy offered and their professional skills to plan, structure and sequence the details of their tutoring lessons
13. Tutors will be fully understanding of Child Safety requirements at the College and will ensure that all elements of the learning program promote the safety, wellbeing and inclusion of all children
14. Tutors will be directed to either withdraw small groups of students from class for tutoring or work within the class to tutor individual or small groups.

Performance Indicators:

- Possess the skills, experience and qualifications to perform the role to improve student achievement
 - Ability to follow Child Safety requirements
 - Ability to contribute to the Catholic identity of the College
 - Ability to design and facilitate a highly differentiated lesson or targeted teaching for students
 - Ability to work as part of a team
 - Excellent interpersonal skills
 - Good oral and written communication skills, including ability to communicate with children, parents and the school community
 - Ability to develop and maintain strong working relationships with key stakeholders
 - Proven capacity to work independently
 - Sound organisational skills including strong attention to detail
 - Proven time-management skills
 - Self-motivation
 - Ability and willingness to accept policy directives
 - Maturity
 - All Tutors must hold a Victorian Institute of Teaching Registration.
 - All pre-service teachers must hold a current Working with Children's Check (Employee)

MSC and Monivae College Spirituality and Ethos*Objectives:*

- An understanding of and value for MSC Spirituality and an ability to impart it to others

Performance Indicators:

- Participation in Professional Development opportunities about Heart Spirituality

Relationships*Objectives:*

1. A value for the sacredness of each person and an attentiveness to the aspirations and needs of individuals especially those who are disadvantaged or isolated: mentally, physically, emotionally or geographically
2. Founded on love and built on love, MSC schools offer a vision of hope for humankind, one to which all their members can contribute as they grow strong in faith. Protection for children and young people, in MSC Schools, is based upon the belief that the inherent dignity of each person be recognized and fostered.
3. An ability and willingness to work effectively with others and as a member of a Department or work team
4. An ability and willingness to relate to students and other members of staff as a professional educator with compassion, availability, understanding; dealing with students and each other in an atmosphere of family, friendship and collegiality

Tutor*Performance Indicators:*

- Demonstrated respect for others regardless of their situation
- Demonstrated ability through active participation in meetings and contributions to work teams
- Demonstrated willingness to work with and relate to others positively and openly

Personal Organisation*Objectives:*

- Possess the skills, experience and qualifications to perform the role to improve student achievement
- Ability to follow Child Safety requirements
- Ability to contribute to the Catholic identity of the College
- Ability to design and facilitate a highly differentiated lesson or targeted teaching for students
- Ability to work as part of a team
- Excellent interpersonal skills
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Ability to develop and maintain strong working relationships with key stakeholders
- Proven capacity to work independently
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- Proven time-management skills
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Performance Indicators:

- Targets of time and content are met
- Attire is of an appropriate professional standard
- Effective and appropriate means of communication are used including personal, face-to-face, attendance at meetings
- Use of the College's Learning Management System (SIMON). **Induction would include familiarisation with this program

Qualifications, Skills and Experience:

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Tutor

Key Selection Criteria:

- Possess the skills, experience and qualifications to perform the role to improve student achievement
- Ability to follow Child Safety requirements
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Key Performance Indicators:

- Evidence that staff and students are reflective, and able to take positive action in light of the Catholic and MSC ethos of the College
- Evidence of a culture of mutual respect being fostered
- Evidence of increased opportunity and engagement in College liturgy and prayer experiences