



Learning Tutor Position Description

St Joseph's College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and that there is confidence in the procedures for reporting suspicion of child abuse and neglect.

Overview

St Joseph's College is a Catholic Boys College in the tradition of the Salesians of Don Bosco. A Learning Tutor is a member of the Occhiena Team and reports to the Principal via the Director of Learning Enhancement with the support of other key staff. A Learning Tutor is usually located within a classroom setting and the Occhiena Centres located at the Main Campus and Valdocco depending on the needs of the College. The Position Description of a Learning Tutor may be updated by the Principal from time to time to meet the needs of the College.

Child Safe Standards

The Learning Tutor must be:

- committed to the safety and wellbeing of all children and young people.
- able to demonstrate an understanding of the Child Safe Standards and their legal obligations under the Ministerial Order No. 870.
- a suitable person to be engaged in working with children and young people.
- able to understand and commit to Child Safe Standards and expectations relating to Catholic Education Melbourne (CEM) PROTECT, VRQA and VIT.
- able to demonstrate an understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring the Child Safe focus of St Joseph's College.

St Joseph's College is a Child Safe College.

Occhiena Centre (Main Campus and Valdocco)

The Occhiena Centre endeavours to address individual needs by providing support, assistance, consultation and specialist programs. The Occhiena staff work with students with a range of abilities and additional needs from Year 7 to Year 12. The Occhiena Centre is named in honour of Margaret Bosco (Occhiena), the mother of Don Bosco. It recognises the important role she played in the life of Don Bosco and the early work of the Salesians of Don Bosco.

An Overview of the Role of Learning Tutors

Learning Tutors are responsible to the Director of Learning Enhancement. Learning Tutors support student participation in regular class activities from Years 7 –12 and whilst in class, work under the guidance and supervision of the subject teacher. The subject teacher is responsible for curriculum development (including modifications), classroom management and discipline: however, Learning Tutors are able to pass observations regarding these matters onto the teacher at an appropriate time and in an appropriate manner (safety matters to be passed on immediately). In some schools, the position of Learning Tutor may be referred to as Integration aide, school support officer, learning support staff, etc.

Learning Tutors assist students in classes, homerooms, yard (pastoral support only), excursions and camps. Each Learning Tutor has a timetable of student support. Alterations to timetable or redeployment of Learning Tutors to alternative duties (including excursions, camps, administrative tasks and student support activities) is the responsibility of the Director of Learning Enhancement. Students receiving support include those on the NCCD program and those with learning challenges. Learning Tutors work with students to develop skills, to scaffold (cues, prompts, demonstrations), model and coach so that students learn and develop.

From time to time, Learning Tutors may withdraw a student or small group of students from a class if requested to do so by the subject teacher (such as to work on the same task within a less distracting environment). Students work under the guidance of the subject teacher. The subject teacher has legal responsibility for the students. An appropriate level of supervision and management is expected of Learning Tutors. Learning Tutors are not responsible for the development of students' learning programs and curriculum modifications.

It is important that individual students are provided with assistance that does not draw particular attention to their learning difficulty/disability. Learning Tutor timetables indicate which students in particular to assist, however, they work with any student within the class. Students address Learning Tutors by their formal titles, with full surname used (Miss x, Mrs x, Mr x) - a friendly yet respectful relationship is recommended.

Learning Tutors are usually employed as Category B Education Support Employees. Learning Tutors are required to work in a professional manner – adhering to the timetable, attending staff briefings and Occhiena Team meetings and fulfilling other tasks or duties as requested by the Director of Learning Enhancement and/or the Principal/Deputy Principals. Special events such as Open Days, Orientation, Grade 6 Testing and other events advised by the Principal may require the attendance of Learning Tutors.

Learning Tutors are required to be familiar with and adhere to College policies including those related to Child Safety and adhere to the Child Safety Code of Conduct.

Occhiena Team Meetings

The Occhiena Team meets on a regular basis to discuss any concerns, share information and for Professional Development. Morning briefing meetings will be called as required.

Occhiena Centre Staff Area

Learning Tutors share a common staff area and have their own lockers for personal belongings. *The Occhiena Centre staff area is out of bounds to students.*

Attributes and Competencies

A Learning Tutor is expected to exhibit the following attributes and competencies:

- A vibrant and practical understanding towards the Catholic nature of the College and its Salesian tradition.
- Display a high level of administrative and organisational ability.
- Display a high level of interpersonal and communication skills.
- Exhibit ongoing professional growth on a personal and professional level for the benefit of the College community.
- Capacity to work cooperatively and flexibly in a team with a range of people including administration and finance officers, teachers, learning support staff, students, parents, visitors and contractors.
- Demonstrate proficiency in the use of software e.g. Synergetic, SIMON, Microsoft Office suite.
- Demonstrate duty of care to students in relation to their intellectual, physical and emotional wellbeing.
- Interact with members of the community and visitors in a professional, friendly and caring manner.

Learning Tutor Duties

Duties of Learning Tutors include:

- In class support is from morning homeroom until the end of the school day. Completion of administration or preparation tasks following conclusion of daily student support duties.
- Attendance at daily morning Briefings.
- Attendance and assistance in morning homeroom.
- Student assistance within the regular class setting.
- Working in conjunction with subject teachers to implement student goals and strategies in order to maximise participation in learning and social activities and the development of skills and understandings.
- Other duties as deemed appropriate by the Director of Learning Enhancement and/or Principal/Deputy Principals.
- Encouraging students to participate in learning and social activities.
- Student assistance on a withdrawal basis from a mainstream class - usually between 1 to 6 students at a time.

- To pass on concerns regarding “at risk” students to the Director of Learning Enhancement.
- Attendance at Occhiena Team meetings and College staff briefings/meetings and Professional Learning activities.

Other duties may include:

- Student assistance in exam support program or in VCE/VCAL in line with VCAA requirements.
- Implementation of Years 7 and 8 learning support program (literacy and numeracy elective) for literacy and numeracy skill development.
- Yard support at Main Campus and/or Valdocco.
- Small group tutoring.
- Supervision of *Homework Tuition Program*
- Facilitation of special programs e.g. QuickSmart Maths, QuickSmart Numeracy.
- Attendance at Program Support Meetings providing feedback regarding student performance and relevant behaviours (if not require, to provide written input)
- Participation on excursions, camps and retreats (as requested) involving students requiring support.

Additional duties are determined by individual timetabling and qualifications/experience.

Learning Tutors are required to participate in appropriate Professional Development and Training as determined by the Director of Learning Enhancement and Principal/Deputy Principals.

Ways in which Learning Tutors can contribute to the teaching and learning process:

- Working with individual students.
- Working with small groups.
- Providing an extra pair of hands in the classroom generally.
- Showing a positive interest in a student’s work.
- Listening to problems and worries a student may have.
- Providing praise and encouragement.
- Prompting a student to remain on, or return to, task.
- Explaining or interpreting the teacher’s instructions again to certain students.
- Helping to interpret printed materials or whiteboard notes.
- Acting as a scribe for a student who has difficulty in writing.
- Partnering a student in a computer-assisted computer activity.
- Assisting in group work.
- Supporting learning within literacy and numeracy programs.
- Listening to students read.
- Reading to students.
- Supporting students with disabilities when they are carrying out practical tasks.
- Assisting with managing behaviour.
- Acting as a reader, interpreter and prompter for students with a hearing or communication difficulty.

Taken from “*Teaching and Learning Difficulties- cross curricular perspectives.*” Peter Westwood, 2006- pages 131- 132. **The above tasks are conducted under the guidance and supervision of the class teacher.**

Staff Absences

All staff absences (with or without prior notice) require approval and administrative forms need to be completed and passed onto the Principal. In addition to the Principal, please also advise the Director of Learning Enhancement regarding known absence (if in advance). If an issue arises during the day, please discuss with the Director of Learning Enhancement and Principal (directly or via PA).

Administration Assistance

Learning Tutors are also required to undertake administration, data entry, reception covers and other general administration tasks as required by the College.

Learning Tutors may also be called upon to perform other duties deemed relevant by the Principal.

Key Selection Criteria

The Administration and Student Reception Officer requires a high level of competence in administration support and the ability to work flexibly in supporting the overall work of the Administration and Finance Team.

Criteria for Selection

1. Support and participation in the faith life of St Joseph's College including commitment to the Salesian ethos of the College.
2. Suitable qualifications and experience.
3. Proven record as a skilled administration/reception officer or equivalent experience.
4. Knowledge and understanding of relevant software programs e.g. Synergetic, SIMON, Word, Excel, Powerpoint.
5. Well-developed interpersonal skills including organisation and communication.
6. Ability to demonstrate a high level of confidentiality, loyalty and professionalism.
7. Ability to work effectively independently and as part of a team.
8. Ability to problem-solve and seek assistance as required.
9. Knowledge and support of relevant policies including Child Safety, Reportable Conduct, Privacy, OHS.
10. Current First Aid training at Level 2 or equivalent (or willingness to obtain this) with appropriate updates.
11. Anaphylaxis Training to assist with the training of other staff (or willingness to obtain this).
12. Current WWCC (Working With Children Check) certification.
13. Commitment to ongoing professional learning.

Employment Conditions

The Learning Tutor is employed as an Education Support Employee under the VCMEA 2018. This position is full-time or part-time depending on the needs of the College. This position is usually classified as Category B depending on the needs of the College. The salary level is determined by the position description and the qualifications, skills and experience of the employee. Employees are required to participate in an Annual Review Process.

Start and Finish times may vary depending on the needs of the College and may fall between 8am and 6pm e.g. 8am – 4pm.

In accordance with the VCMEA, a Learning Tutor is entitled to a paid morning tea break and an unpaid 30min (minimum) lunch break (or 45min unpaid lunch break with Principal approval).

This Position Description is subject to modification as determined by the Principal.

Last Updated: June 2020