



ROSTREVOR COLLEGE
ESO – ACADEMIC SUPPORT TUTOR
Position Information Document

CONTEXT

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

ESO – Academic Support Tutors will play a key role in supporting Teaching and Learning at Rostrevor College. During nominated study periods, Tutors will provide support to students who have nominated themselves, or been identified by staff, to require this. With a keen focus on organisation, they will encourage and support students to remain on task and will tutor students across key learning areas to support their completion of work to required due dates and deadlines.

POSITION TITLE	Academic Support Tutor
ESO GRADE	2
ESO STREAM	Curriculum
EMPLOYMENT TYPE	Casual
KEY WORKING RELATIONSHIPS	Head of School – Middle & Senior Years Director of Teaching & Learning

BROAD PURPOSE

The ESO – Academic Support Tutor will possess:

- Experience working in a school or College environment, or in a similar organisational role
- Strong organisational skills and abilities, and be proactive in their time management
- A high standard of professional verbal and written communication
- Sound awareness and experience in ensuring workplace safety in school environments
- Hold, or have the capacity to obtain, the appropriate required clearance to work with children
- Understanding of, and commitment to, the Catholic and Edmund Rice traditions and ethos
- A friendly, positive, collaborative, and supportive approach to working with others
- A commitment to maintaining confidentiality in dealings with sensitive information and records

KEY AREAS OF WORK

- Under general supervision and instruction, support teaching staff with student learning activities
 - Assist student learning, either individually or in groups, under the supervision of a teacher (or delegate) using prepared and structured programs involving:
 - Creating and sourcing resources, preparing classroom materials, class displays and aids for learning programs,
 - Participating in regular program planning and review meetings as required.
 - Using expertise in specific learning areas, provide customised support to students with:
 - Organisational skills, and the planning and prioritising of work tasks,
 - Tutoring to achieve specific learning and work outcomes,
 - Achievement of set work to deadlines or due dates, as required by teachers.
 - Assist teachers with the implementation of learning programs by:
 - Assisting students with the use of a range of software applications as applicable,
 - Supporting and supervising individual or small group programs, with direction from the teacher (or delegate),
 - Facilitating computer learning support activities for students.
 - Assist with communication between students and teachers, particularly the interpretation of instruction by:
 - Demonstrating positive relationships with students, staff, and parents,
 - Supporting correspondence between students and staff regarding student work.
 - Assist in the translation of simple instructions and supporting students individually and in small groups or other designated areas, with instruction as applicable.
 - Actively participating in school activities/events, meetings, required training and/or professional development and professional reviews.
 - Undertake other duties, as required by the Principal (or delegate).
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SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
 - Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
 - Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
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WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.