



**ROSTREVOR COLLEGE**  
**BOARDING TUTOR**  
**Position Information Document**

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**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.

The importance of guiding and providing support to young people through living and learning at Rostrevor College cannot be overstated, especially as parents entrust the care of their son to the College and the staff of the Boarding House. The Boarding Tutor provides a high standard of support and tuition to the College's boarding students. The role actively engages in and supports the study of students of the Boarding House.

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<b>POSITION TITLE</b>	Boarding Tutor
<b>ESO GRADE</b>	2
<b>ESO STREAM</b>	Boarding
<b>EMPLOYMENT TYPE</b>	Casual
<b>KEY WORKING RELATIONSHIPS</b>	Deputy Principal Director of Boarding

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**BROAD PURPOSE**

The Boarding Tutor will:

- Actively contribute to the Catholic dimension, and EREA traditions and values, of the College.
- Work closely with the Boarding Supervisors and Director of Boarding to maintain the highest standards across all facets of the Boarding House.
- Under the direction and guidance of the Boarding Leadership Team, understand and respond to best practice standards and regulations for boarding.
- With the support of the Boarding Leadership Team, analyse and respond to issues as they arise within the Boarding House, resolving matters in a systematic, collaborative, and effective manner.
- Work collaboratively with colleagues and students to facilitate the development of all boarding students of the College, especially in regards to their studies and academic success.
- Be empathetic to the needs of the young people entrusted to their care.
- Promote conditions allowing boarding students to achieve their maximum potential.
- Be willing to work with and support the studies of boys across all year levels, and to be present throughout the Boarding House.

## KEY AREAS OF WORK

### Academic & Study Support

- Provide support and assistance to students of the Boarding House during allocated study time, with homework and work requirements
- Engage in both one-on-one and group tutor support
- Assist students with preparations for tests and exams, as needed
- Promote a culture of academic success within the Boarding House
- Encourage and support students in their studies, liaising with staff regarding student learning
- Identify and support students of the Boarding House 'at risk', liaising with the Director of Boarding to ensure required supports

### Pastoral Care & Student Wellbeing

- Work closely with boarding staff in providing pastoral care and supporting the welfare of students of the Boarding House
- Support the wellbeing, behaviour education and behaviour management of boarding students
- Provide genuine care and support to the students of the Boarding House, and work with colleagues to create a positive collaborative living and learning environment
- Ensure professionalism and maintenance of professional practices and boundaries with students, and set a positive example for students of the Boarding House
- Support students in their understanding of College expectations regarding personal conduct

### General

- Perform any other duties in line with your current classification as required from time to time at the discretion of 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*

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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.