

Position Description

VCE Tutor



The VCE – Tutor is responsible to the Principal through the Director of Pedagogy, Curriculum Leader (Years 11 and 12) and Deputy Principal (Teaching and Learning).

Tutors provide invaluable support to students completing Year 12 and their VCE certificate. It is important that the Curriculum Team, classroom teachers and the Tutor work as a team to support these students.

This position requires a high level of competency in a VCE subjects and commitment to the values and ethos of Catholic Education

Child Safety:

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Assist in the provision of a child-safe environment for students.
- Exercising pastoral care reflecting school values.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Responsibilities:

- To provide targeted learning support to Year 11 and 12 students undertaking VCE subjects
- To support the development of students' learning confidence through providing 1:1 support and encouragement to foster student agency
- To work with individuals and or small groups, as directed by the curriculum team
- Under the guidance of teachers and/or curriculum leader(s), to support the conducting of regular student assessment to ascertain learning needs and evaluate progress

Other Duties - Careers

- Perform other duties as required and negotiated with the Curriculum Leaders, Director of Pedagogy and Deputy Principal (Learning and Teaching).

Position Classification:

- Position: VCE Tutor
- Remuneration: As per VCMEA – ESE 2.3
- Casual

Key Selection Criteria:

- Highly capable in tutoring students undertaking specific VCE subjects (based on expertise)
- Motivated and proactive
- Have a working with children's check valid for employment, or obtain one prior to commencing duties
- Able to obtain police clearance

Additional Capabilities:

- Outstanding knowledge in specific VCE subjects
- Sound computer skills
- Strong Literacy and Numeracy skills
- The ability to work independently and collaboratively
- Strong inter-personal communication skills
- The ability to prioritise a range of tasks and manage time effectively
- Professional presentation and conduct
- A commitment to confidentiality and the ability to maintain privacy in dealing with sensitive information
- Capacity to work with children and foster safe, positive learning environments