



St Joseph's is a Catholic Edmund Rice Education Australia Boys' Secondary College, with an enrolment over 1800 students. This college community is committed to the safety, wellbeing and protection of all children in our care. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

VCE Tutor - Casual

Employer: **St Joseph's College Geelong**

Location: **Geelong, Victoria**

Award: **Catholic Education Multi Enterprise Agreement 2022**

Casual Rate: **\$45.50/hr**

ROLE DESCRIPTION

St Joseph's College are seeking past students to provide subject specific expertise in the form of tutoring for current VCE students. If you are a high achiever in your subject area, or you have a particular interest and skill in working with current students to assist their learning, organisation and achievement then we are seeking your expression of interest. The role would entail 1 – 1.5 hours of tutoring, one afternoon a week to take place in the College Library. You would be sharing your expertise and knowledge in a particular VCE subject and working with individual or small groups of students to assist their understanding of specific concepts and help prepare them for upcoming assessments and examinations.

The position will commence as soon as possible and the role will continue through each school week of the year until the final exam for that particular subject in October or November 2025.

NATURE OF THE ROLE

TUTORING SUPPORT

- Assisting, guiding and encouraging students.
- Supporting students in the development of independent work and study skills.
- Support student preparation for assessments and examinations.
- Have a commitment to and awareness of matters in relation to Occupational Health and Safety.
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College.
- Other duties assigned by the Head of the Learning Resource Centre.

CHILD SAFETY

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects school values.
- Implement strategies which promote a healthy and positive learning environment.

PERSONAL QUALITIES

The successful applicant would demonstrate:

- Good interpersonal and communication skills.
- Strong attention to detail and excellent time management skills.
- A high level of initiative.
- Relevant and recent VCE knowledge.

All individuals employed by the College need to have a Working with Children Card (Employee) and a National Police Record Check.

For more information **and to apply** please refer to the Employment Opportunities section on the College website www.sjc.vic.edu.au

POC: Human Resources Manager, Ph: 03 5226 8131 Email: recruitment@sjc.vic.edu.au.