



POSITION DESCRIPTION

ROSEBANK ACADEMIC MENTORING PROGRAM TUTOR

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to innovative pedagogy with strong learning outcomes across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors who are accountable through the Company Members to GSE.

Core Role Purpose & Accountability

Reporting to the Rosebank Academic Mentoring Program Manager and Assistant Manager, the Rosebank Academic Mentoring Program Tutors are primarily responsible for facilitating the after-school care services offered by the Rosebank Academic Mentoring Program offered by the College.

Rosebank Academic Mentoring Program Tutors are a part of the Rosebank Academic Mentoring Program Team of Rosebank College. The Program is an after-school tutoring program which allows students to remain onsite after school in a safe and supervised environment. Students who participate in this program may elect to receive tutoring in an individualised or in a group environment, or to participate in various extracurricular activities. All students will be provided with afternoon tea.

The Rosebank Academic Mentoring Program is available to all current students at Rosebank College. The program is operational on Mondays to Fridays between 3:10pm to 6.30pm and Thursday 2:40pm - 6:30pm.

Role Responsibilities

There are two aspects of the Rosebank Academic Mentoring Program, being Group Tutoring and Individualised/ Shared Tutoring. Specific responsibilities of program include:

- Group Tutoring including Subject Specific Group Tutoring and Study Groups: Includes facilitating the program in a supportive group tutoring environment. The group tutor will assist students with study, assessments, and homework for all areas of the subject. The group tutor will facilitate opportunities for students to develop enhanced study and research skills, better time management and understand their preferred learning styles for exam preparation.
- Individualised/ Shared Tutoring: Individualised Tutoring sessions assist students one on one in areas that they require assistance in. Shared tutoring sessions (of up to three students) can be facilitated between friends for the same subject and year, or family members of different years.

The shift hours vary depending on the number of tutoring sessions facilitated on a particular afternoon (shifts can vary between 2 hours to 4 hours). All tutors are expected to arrive fully prepared and ready to deliver sessions each afternoon.

Contributing to the Implementation of the College's Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan by

- Upholding the Benedictine value of service to others in community
- Providing a high standard of service which will support the realisation of the College's Vision and Mission and Good Samaritan ethos
- Supporting perspectives which are consistent with the Catholic ethos of the College and the Strategic Plan
- Participating in and supporting College and community events
- Developing harmonious relationships with staff and students via daily interactions

Providing Professional and High-Quality Support Services for the Rosebank Academic Mentoring Program Team by

- Supporting Rosebank's learning culture
- Facilitation of Tutoring for the Rosebank Academic Mentoring Program, being Group Tutoring and Individualised Tutoring
- Supporting the Rosebank Academic Mentoring Program Manager and the Rosebank Academic Mentoring Program Assistant Manager in the smooth running of the program.

Contributing to the Service and Professionalism of the College Rosebank Academic Mentoring Program Team by

- Being an integral part of the Rosebank Academic Mentoring Program Team
- Monitoring and managing the behaviour of the students
- Participating in Rosebank Academic Mentoring Program staff meetings (as requested by the Rosebank Academic Mentoring Program Manager)
- Demonstrating flexibility and teamwork by taking on other roles and tasks within the Rosebank Academic Mentoring Program team as needed from time to time.

- Adhering to all student safety and supervision principles of the College
- Assisting with afternoon tea
- Demonstrating flexibility and teamwork
- Ensuring the neatness and tidiness of the room and the care of equipment used in the class
- Organising afternoon activities for students
- Undertaking supervisory duties as required by the Rosebank Academic Mentoring Program Manager or the Assistant Rosebank Academic Mentoring Program Manager.
- Affirming students by acknowledging achievements
- Reinforcing College expectations regarding behaviour
- Any other duties as requested by Rosebank Academic Mentoring Program.

Other appropriate duties as assigned by the Principal or their delegate.

The College may vary this Position Description, in response to the changing needs of the organisation.

Hours of Work

Monday to Friday between 3:10pm to 6:30pm and Thursday 2:40 pm - 6:30 pm (School Term and occasional Holiday Tutoring).

ROSEBANK COLLEGE MISSION STATEMENT

We encourage a love of Christ, stewardship, hospitality, compassion and service working in partnership with our families, our staff and the broader community.

As a Catholic community, we give strong witness to our role as advocates of equity, diversity and justice. As a local community, we strive to support programs and partnerships focused on collaboration, giving, service and care. As global citizens, we respond critically and intelligently to our changing world, its demands and the educational and personal challenges of our students. We commit to sustainability and environmental responsibility.

OUR VISION

Rosebank's Vision is to be a community of faith for all to realise their full potential through personal leadership and lifelong learning.

We strive to develop leaders committed to personal excellence who:

- Nurture the importance of self-leadership and leadership of others
- Embrace opportunities with agility and imagination
- Respond with empathy and act with determination and compassion
- Accept humility and service as a source of strength to empower others
- Act as brave and critical thinkers who persevere with challenges
- Advocate with moral courage for the good of others and our environment

Rosebank College has zero tolerance for child abuse. Rosebank College supports and respects all children. Child safety and wellbeing are embedded in our practices. Rosebank College is committed to providing students with a safe, healthy environment.

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