

# Chairo Christian School

ABN 12 451 824 370  
CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299  
~ **PRIVATE STUDY SUPERVISOR** ~

<b>Title</b>	Private Study Supervisor
<b>Appointed by</b>	The Executive Principal
<b>Responsible to</b>	Campus Principal through the Head of Senior School

## Accountability

The person will report directly to the Head of Senior School, but also works as part of a team that is integrated into the wider school community.

## RESPONSIBILITIES AND DUTIES

### Overview

The Private Study supervisor will be instrumental in providing support and supervision to Senior School students during independent study time to ensure a productive and orderly environment at all times. A strong working relationship between the student and the supervisor is a necessary attribute for this position.

## General Expectations

### Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- c. You will be required to ensure that you:
  - i. Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
  - ii. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
  - iii. Work positively towards the success of School and Association activities and traditions.
  - iv. Help maintain a positive and enthusiastic work environment.
  - v. Support the ethos that the Association requires in its schools.
  - vi. Are aware of your membership in the Christian community and respect and support the directions of the Association through the leadership of the Board and Principal.
  - vii. Participate in Performance Management processes to continue developing skills.
  - viii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ **PRIVATE STUDY SUPERVISOR** ~

## Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.
- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of the School, the Association and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

## SPECIFIC DUTIES

The Private study supervisor will be guided by the Head of Senior School, VCE Coordinator and work alongside other Chairo staff including Library staff to:

- Provide assistance to students to engage with their learning and reinforce learning skills.
- Encourage students to try things, help to break tasks down for completion, ask questions about what they know to help establish links, manage distractions, seek further help from peers and or teachers,
- Create and maintain a purposeful, orderly and productive environment for students.
- Support students with planning and organisational skills.
- Manage student behaviour according to classroom practices.
- Build working relationships to enable mentoring and provide advice.
- Be responsible for monitoring and marking attendance during private study.

## Other Duties

- Involvement in Emergency Management procedures
- To work closely with, and offer support, to all other staff as required
- Attendance at relevant staff meetings as required.

## Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

### Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ **PRIVATE STUDY SUPERVISOR** ~

- Experience in working with children
- An understanding of appropriate behaviours when working with children.

## **Required Skills, experience and capacity**

- Well-developed interpersonal and communication skills
- Qualifications or experience in education support desirable.
- The ability to work both individually and in a team environment
- Awareness of, and ability to use a range of student aids
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model
- Strong Computer Skills.
- Be able to provide a Working with Children Check
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model
- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety