



Pre-Service Teacher Tutor

Role	Pre-Service Teacher tutor
Report to	Deputy Principal – Learning and Teaching
Classification	Education Support Officer - Casual
Level	Level 2

“Learning brings hope. Catholic educators see learning as a journey of endless possibilities, where students are energised to seek meaning and explore questions about the world around them.... The Catholic school community contributes to the full flourishing of all learners. The profession is challenged to use evidence to become more accountable. Evidence enables us to focus on the growth of the person.”

- Horizons of Hope

Position Overview

The Pre-Service Teacher Tutor (PST-Tutor) role strives to support students in seeking continuous improvement and fostering a culture of personal excellence where students are aspirational and monitor and goal set for individual improvement. They understand that learning is a life-long journey, supported by the development of strong, independent learning behaviours.

The PST-Tutor works in partnership with staff and students to provide additional opportunities for students to seek assistance and support in their knowledge and skill development, and to promote a culture of high standards of academic rigour and behaviour.

Marcellin College is committed to educating and preparing students to ‘Strive for the Highest’. With our Marist Characteristics to guide us, our aim is learning excellence in accordance with:

- Victorian Institute of Teaching ([Standards of Professional Practice](#) and [Code of Ethics](#))
- Australian Institute for Teaching and School Leadership (AITSL) [Standards](#)
- Melbourne Archdiocese of Catholic Schools, [Horizons of Hope](#)
- Victorian Catholic Education Multi Employer Agreement 2018 ([VCMEA 2018](#)).
- Catholic Education Commission Victoria ([Accreditation to Teach in a Catholic School](#))

Duties

- Attendance at the College’s Home Study Club on Tuesday and/or Thursday afternoons.
- Providing assistance and support on a one-on-one basis to students, as requested, during the after-school Home Study Club.
- Planning and running tutorial groups covering specific content or topics, in an area of specialty, during the after-school Home Study Club.
- Maintaining familiarity and knowledge of content being covered in classes and subject areas, in areas of specialty, to ensure support given is current and applicable.
- Preparing resources, as may be identified, to assist students one-on-one or in tutor groups.
- Promoting the availability of tutor groups and support at the Home Study Club.
- Keeping a record of student attendance at Home Study Club and in tutorial groups.
- Duty of Care and Child Safety responsibilities.

Selection Criteria

- A commitment to Catholic education and the Marist Charism of the College.
- A commitment to Child Safety and experience in creating a child safe culture.
- Highly developed written and verbal communication skills
- Highly developed interpersonal skills and the ability to relate to and engage with people at all levels of an organisation through collaboration and clear communication.
- Highly developed organisational skills.
- Currently completing second- or third-year studies in a tertiary teacher training qualification

Child Safety

Marcellin College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community.

All staff at Marcellin College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in schools”. Employment at Marcellin College is subject to school policies including the Child Safety and Protection Policy, Child Safety Code of Conduct and Mandatory Reporting Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

All staff at Marcellin College are committed to embedding a culture of Child Safety and implementing all child protection procedures and requirements when employing and engaging any workers including all employees, volunteers and contractors. For further information on our Child Safety Code of Conduct and our Child Protection and Safety Policy please refer to our website: www.marcellin.vic.edu.au.

Terms and Conditions of employment are as per the Victoria Catholic Education Multi Enterprise Agreement 2018 (VCEMEA).