

Student Tutor

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| Role | Student Tutor |
| Classification | ESO 2.1 |
| Reports to | Teacher in Charge |

Come, let us sing for joy to the Lord; let us shout aloud to the Rock of our salvation. Let us come before him with thanksgiving and extol him with music and song. Extol Him with music and song! – Psalm 95:1-2

Position Description

The Student 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 Student 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 ([VCEMEA 2018](#)).
- Catholic Education Commission Victoria ([Accreditation to Teach in a Catholic School](#))

Responsibilities

- Attendance at the College's Home Study Club on Tuesday and/or Thursday afternoons between 3pm and 5pm.
- Providing assistance and support on a one-on-one basis to students, as requested, during the after-school Home Study Club.
- Running tutorial groups covering specific content or topics, in an area of specialty, during the after-school Home Study Club.
- Promoting the availability of tutor groups and support at the Home Study Club.
- Duty of Care and Child Safety responsibilities.

Selection Criteria

Applicants should be able to demonstrate:

MARCELLIN COLLEGE

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- Support of Catholic education and the Marist Charism of the College.
- 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 studies in a tertiary qualification.

Current WWCC and Police Check

Commitment to child safety

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety.
- A commitment to undertake assigned child safety training in timely manner.

Child Safety

Marcellin College has zero tolerance for child abuse and is committed to the safety and wellbeing of our students. The College and our governing body Marist Schools Australia have implemented a comprehensive Child Safeguarding Program in accordance with 'Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

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 1359. Employment at Marcellin College is subject to school policies including the Child Safeguarding Policy, Marist Child Safe Adult Code of Conduct, Staff and Student Professional Boundaries, Mandatory Reporting Policy and Statement of Principles Regarding Catholic Education 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 safe procedures and requirements when employing and engaging any workers including all employees, volunteers and contractors. For further information on our policies please refer to our [marcellin](#) website.

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).