



**Saint Ignatius College Geelong**  
Job Description  
**Tutor Literacy and Numeracy**

**Date:** 28 November 2022

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos
- College's Ignatian Ethos
- College's Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

**All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations Reporting to the Deputy Principal Learning and Teaching with support from Learning Area Leaders.**

<b>All Staff</b>	<ul style="list-style-type: none"><li>• The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education.</li><li>• The staff member appointed to the position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students.</li></ul>
<b>Rationale</b>	<ul style="list-style-type: none"><li>• The Tutor Learning Program is driven by student learning needs - with a focus on growth rather than attainment.</li><li>• The initiative aims to support those students whose learning progress was most impacted by remote and flexible learning.</li><li>• Tutors will work on academic skills and building resilience through developing a growth mindset.</li><li>• Tutors will use evidence-based practices to identify areas for improvement, develop key literacy and numeracy skills and record student development.</li></ul>
<b>Nature of role</b>	<p>Literacy and Numeracy Tutors must be a registered teacher.</p> <p>The role is part of the Victorian Government initiative to support students to catch up on learning they may have missed due to the coronavirus (COVID-19) pandemic. The program is funded by the Victorian Government's Tutor Learning Program. The range of levels will be from supporting Year 7 to Year 12 in small group settings and allocated classes. A combination of part time and casual staff will be employed to support students to accelerate their learning in 2023.</p> <p>Tutors will work as part of a team to provide targeted support for students who have been identified as requiring intervention and additional learning support with a focus on literacy and numeracy. They will be expected to support the College's vision and values.</p>

<p><b>The General Responsibilities and accountabilities of this role</b></p>	<ul style="list-style-type: none"> <li>● Build strong relationships and establish a positive rapport with identified students at the outset of program deliver to support effective implementation</li> <li>● Provide support to students across Years 7 to 12 whose learning was significantly impacted by COVID 19 and who have been identified as requiring intervention and additional learning support with a focus on literacy and numeracy.</li> <li>● Assist with the identification and monitoring of students.</li> <li>● Adjust College based Personalised Learning Plans as required.</li> <li>● Work in partnership with teachers to identify key areas of support required for these students linked to the content being covered.</li> <li>● Monitor and track the progress of students and adapt the support provided as required.</li> <li>● Record the support provided including detailed notes and data surrounding individual adjustments made to meet the learner’s needs.</li> <li>● Ensure that accurate and comprehensive information is available to all staff about students in a timely and easily accessible manner.</li> <li>● Ensure effective communication occurs between parents, students and staff as required to provide feedback related to the progress of these students.</li> <li>● Liaise with the class teacher to work within the curriculum to support student learning and address skill deficit in specific areas.</li> <li>● Administer and monitor testing procedures outlined by the school to determine learning growth</li> <li>● Identify appropriate resources that can support learning needs for students</li> <li>● Build in reflective practice to allow students to articulate their learning</li> <li>● Affirm achievements and identify areas for improvement and development</li> <li>● Other duties normally expected of a teacher in a school</li> </ul>
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<p><b>Child Safety and Pastoral Care</b></p>	<ul style="list-style-type: none"> <li>● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>● Assist in the provision of a child-safe environment for students</li> <li>● Maintain currency of Child Safe training</li> <li>● Demonstrate a duty of care to students in relation to their physical and mental wellbeing · Be active participants in the College’s pastoral care system</li> <li>● Proactively monitor and support student wellbeing</li> <li>● Exercise pastoral care in a manner which reflects Ignatian values Implement strategies which promote a healthy and positive learning environment · Attend year level meetings as scheduled</li> <li>● Attend all school assemblies as required</li> <li>● Attend school liturgical celebrations as required</li> <li>● Attend school organised activities relevant to house or year level, as required</li> <li>● Be active participants in the College’s pastoral care system</li> <li>● Are responsible for the behavior of all students</li> <li>● Responsible for the appearance of all students and to model appropriate dress by adhering to the dress code policy as publish in the staff manual</li> </ul>
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<b>Professional Development</b>	<ul style="list-style-type: none"> <li>● Have current knowledge of curriculum initiatives in relation to your role</li> <li>● Commit to ongoing professional development in relation to your role</li> <li>● Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>● Continue development of ICT skills as required</li> <li>● Be an active member of a relevant professional association as duties permit</li> <li>● Support collegial learning</li> <li>● Participate in Ignatian professional development</li> <li>● Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>● Uphold the professional standards expected of this role.</li> <li>● Create and maintain a safe environment in which students may enjoy their participation</li> <li>● Consider participation in social justice activities/retreats/spiritual programs.</li> </ul>
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<b>General, Administrative and School Community Duties</b>	<ul style="list-style-type: none"> <li>· Attend all relevant school meeting as required</li> <li>· Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal</li> <li>· Attend staff liturgical events and staff faith days as required</li> <li>· Use Information and Communications Technologies to enhance administration</li> <li>· Develop and maintain, at all times, collegial and professional relationships with colleagues ·</li> <li>Be respectful of spiritual and social values of the college</li> <li>· Be an accredited member of VIT and enact their obligations to maintain membership</li> <li>· Fulfil the requirements of Australian Professional Standards for Teachers, as per the National Standards for Teachers governed by AITSL</li> <li>· Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures</li> <li>· Ensure the safety of our community by attending to OH &amp; S issues in an appropriate and timely manner</li> <li>· Support a performance and development culture</li> <li>· Participate in duty supervision as rostered and other supervision duties when required</li> <li>Use class time, not scheduled for teaching duties, for the purposes of lesson planning, assessment of student work and organization</li> <li>· Uphold the professional standards expected of a teacher</li> <li>· Contribute to the life of the College by participating in College functions, events, camps, excursions etc.</li> <li>· Adhere to all College Policies and Procedures</li> <li>· Other duties as directed by the Principal</li> </ul>
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<b>The role involves participation in the following Co-Curricular activities</b>	<ul style="list-style-type: none"> <li>· Support and, where possible, be involved in the co-curricular program</li> <li>· Where appropriate, nominate participating students for awards or school colours ·</li> <li>Create and maintain a safe environment in which students may enjoy their participation ·</li> <li>Consider participation in social justice activities/retreats/spiritual programs.</li> </ul>
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This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

All Staff are employed under and abide by the Victorian Catholic Education Multi Enterprise Agreement 2018 (and any instrument that replaces it) and Saint Ignatius College Geelong policies, guidelines and procedures.

**Other requirements**

Employees must have and maintain

- Current VIT Registration
- Complete the College online training in Child Protection, Duty of Care and Mandatory Reporting