

THOMAS MORE COLLEGE

Position Information Document



*Thomas More College believes education is at the heart of a life well lived. It is a philosophy we instil in our students and one which underpins our College maxim of **Learn More • Live More • Be More.***

Academic Tutor

Title:	Academic Tutor		
Employment Type:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Replacement		
Stream:	Curriculum	ESO Grade:	2
Hours/Days of Work	Monday to Friday, 8:30am – 4:00pm (part-time options available)	Weeks Per Year:	39

PURPOSE OF ROLE

The Academic Tutor works primarily with Year 12 students in a specialist learning area corresponding to the Tutor's expertise in specific subjects. The Academic Tutor works under the direction of the subject teacher to support students in the development of deep and secure learning of the content and concepts in the subject. The Academic Tutor will provide subject-specific support and supervise students during Learning Support sessions at lunchtime and in the Hub after school.

PERSON SPECIFICATION

- A 'hands on' team player who enjoys working with both peers and students.
- A creative problem solver who consistently builds strong relationships.
- An organised and pragmatic person, with an eye for accuracy and attention to detail.

Knowledge, experience, and qualifications

- Proven success in specific senior secondary subjects/ or excellent achievement in higher education in specific subject areas.
- Knowledge regarding a wide variety of engagement strategies for student learning.
- Experience in directly supporting the learning of young people or similar.
- Knowledge of strategies that support learners from a range of cultural and linguistic backgrounds.
- A tertiary qualification (min. Cert III) in Education Support or equivalent (or willingness to undertake)

Skills

- Strong relationship management and interpersonal skills.

- Excellent communication skills, both written and verbal; the ability to adapt the communication style and language to different audiences.
- Proven ability to work with limited direction.
- Strong organisational skills with attention to detail; the ability to meet deadlines.
- Skilled in the use of various Microsoft Office programs, and in learning other software and databases.

KEY RESPONSIBILITIES

The broad responsibilities for the role include, but are not limited to:

- Support the development of deep and secure learning in senior school specialist subjects.
- Apply subject-specific knowledge to directly support students identified as gifted or talented.
- Provide other classroom support under the direct supervision of a classroom teacher, as required.

SPECIFIC RESPONSIBILITIES

Specifically, the role will undertake the following:

Student Support

- Work with senior students in specific subject areas aligning with the Academic Tutor's area of expertise with strategies and practices to create deep and secure learning.
- Support students attending Learning Support sessions.

Gifted and Talented Education

- Apply knowledge and initiative to advise and support students to meet the learning intentions of specific SACE subjects, subject to approval of the teacher.
- Assist teachers to work with students to strengthen consistency of high-quality evidence of learning production
- Assist teachers with the implementation of learning programs as required.
- Support teachers in the maintenance of a positive learning environment for all students.
- Provide teachers with constructive documented feedback regarding students' progress and behaviours.
- Assist with the care of students on excursions, sports days, work experience and other classroom activities when required.

General Support

- Assist students attending Learning Support acquire knowledge and understandings of curriculum content, and to apply and transfer this to new learnings.
- Support the team with tasks, during peak workloads and times of absences.
- Collaboratively review procedures to ensure the effective delivery of administrative functions within the role.
- Assist teachers with collaborative writing of PPLs.
- Assist in the collection of NCCD evidence and submit SEQTA Notices.

ALL TMC STAFF SPECIFICATIONS

- Be part of a College Community and represent the College in a professional and friendly manner.
- Contribute to the Community to ensure we provide a school that values and promotes the:
 - Wisdom to Seek
 - Courage to Thrive
 - Power to Change
- Confident, knowledgeable, and successful in the responsibilities required to be undertaken for the College Community.
- Continuous learning and professional development to generate and evaluate ideas.

- Achieve personal goals and College strategic goals.
- Develop respectful, professional, and successful relationships with members of the College Community and provide a great example for work colleagues.
- Come to work each day with a positive outlook and a willingness to support and motivate others, and to achieve excellence.

PROFESSIONAL DEVELOPMENT

- Attend professional development and training required by the College.
- Actively seek opportunities to increase knowledge, experience and skills held.

CATHOLIC ETHOS

- All staff at Thomas More College are expected to affirm and support the Catholic values and the Religious life of the College
- Where appropriate opportunities present, become involved in the life of the College, including attendance at school Masses/celebrations, staff meetings, and involvement in College events.

POLICIES, PROCEDURES AND GUIDELINES

- Comply with all College and South Australian Commission for Catholic Schools Inc (SACCS) policies, procedures, and guidelines.
- Contribute to the development of relevant policies, procedures, and guidelines.

These responsibilities may vary from time to time after negotiation with the Principal and/or College Business Manager.

REPORTING / WORKING RELATIONSHIPS

The **Gifted and Talented Education Leader** is the direct line manager for this position.

Key Working Relationships:

- Classroom Teachers
- Assistant Principal Learning Diversity (Executive Leader of this role)
- Non-teaching Staff
- Students

The Principal is responsible for the employment of all staff at Thomas More College and is considered the representative of both Catholic Education South Australia (CESA) and the Catholic Church Endowment Society (CCES).

WHS REQUIREMENTS

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a worker, you must

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28, WHS Act 2021

SPECIAL CONDITIONS RELATING TO THIS POSITION

- Additional hours/days of work may be required during the year to meet reporting deadlines, College requirements, and other special events. If required, they will be negotiated and agreed with the incumbent and will be paid in accordance with conditions in the relevant Enterprise Agreement (as varied or replaced).
- Required to attend staff days and meetings, when requested, at the beginning and end of the year and during the school year.
- All time off in lieu (TOIL) or overtime is to be pre-approved by the Assistant Principal Learning Diversity.

SPECIFIC REQUIREMENTS

- Current Catholic Archdiocese of Adelaide Clearance Letter or Card
- Current Working With Children Check (WWCC) issued by The Department of Human Services (DHS)
- Current HLTAID012 - First Aid in an Education and Care Setting (or willingness to obtain upon commencement)
- Current Reporting to Risks of Harm, Abuse and Neglect – Education and Care Setting (RRHAN - EC) certification

AGREEMENT

The requirements of this position information document are intended to describe the general nature and responsibility of work in this role. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the role. This description should be read in conjunction with the relevant Awards and Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other duties as requested by the Assistant Principal Learning Diversity, Gifted and Talented Education Leader, and Principal to support the College's compliance with its legislative obligations. The Business Manager or Principal may, through consultation with the employee, vary the responsibilities of the position as required, but within the skills and responsibility levels appropriate to the position.

PERFORMANCE REVIEW / REFLECTION

- The employee must undertake a review / reflection on an annual basis
- On the first anniversary of your appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Last revised: February 2025