

Position Description

Academic Tutors



TAS
THE ARMIDALE
SCHOOL



Position Description

Academic Tutors

The Armidale School

The Armidale School ('TAS') is a co-educational Anglican boarding and day school with a Junior School (Pre-Kindergarten to Year 5), Middle School (Year 6-8), and Senior School (Year 9-12). The School has an enrolment of approximately 680 students, including over 230 boarders.

TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that create character and resilience, promote creativity, initiative and leadership and prepare them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive.

TAS staff are intrinsically involved in all aspects of the co-curricular program, allowing them to build greater understanding and rapport with each student.

Role Statement

TAS is seeking dedicated and knowledgeable tutors to support the academic growth of Aboriginal students in both Middle and Senior School. This position involves providing academic assistance across various subjects, fostering a supportive learning environment, and demonstrating a commitment to understanding Indigenous pedagogies.

Position Overview

Key Responsibilities

- ▶ **Tutoring Sessions:** Conduct one-on-one or small group tutoring sessions to support students in their academic studies, focusing on Mathematics, English, Science, and Humanities subjects.
- ▶ **Curriculum Support:** Assist students in understanding and completing their school assessments and homework effectively.
- ▶ **Adaptability:** Tailor tutoring sessions to meet the individual learning needs and styles of students, ensuring inclusivity and accessibility.
- ▶ **Communication:** Maintain open communication with students and school staff to monitor progress and address any concerns or challenges promptly.
- ▶ **Indigenous Pedagogies:** Demonstrate an understanding and respect for Indigenous pedagogies and incorporate culturally responsive teaching practices where applicable.
- ▶ **Documentation:** Keep accurate records of tutoring sessions, student progress, and any relevant feedback to assess effectiveness and inform future sessions.
- ▶ **Professional Development:** Stay informed about educational trends and strategies, including Indigenous perspectives, to continuously enhance tutoring skills and knowledge.



Requirements of the Role

- ▶ Postgraduate study, bachelor's degree in education (or working towards), or equivalent experience.
- ▶ Understanding and willingness to apply Indigenous pedagogies in tutoring practices.
- ▶ Strong interpersonal skills and the ability to build rapport with students and their families.
- ▶ Patience, empathy, and a passion for supporting students' academic growth.
- ▶ Organizational skills to manage tutoring schedules and maintain documentation.
- ▶ Working with Children Check and adherence to child protection policies.
- ▶ Proven experience in tutoring or teaching Aboriginal students, preferably in an educational setting would be an advantage.

Child Protection

The Armidale School is fully committed to the protection of children and young people during all School activities and environments both within and outside of school hours.

It is expected that all staff will:

- ▶ Be aware of, understand and comply with the principles of the Child Protection and Mandatory Reporting requirements at all times;
- ▶ Ensure adherence to the School's Child Protection Policies and demonstration of behaviours in accordance with these;
- ▶ Undertake regular training and professional development in Child Protection;
- ▶ Respond according to the School's policies and procedures when interacting with children, taking immediate and appropriate action towards all allegations and concerns;
- ▶ all allegations and concerns very seriously;
- ▶ Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Employment with The Armidale School is subject to school policies including, but not limited to:

1. The School Child Protection Policies (including Mandatory reporting and Working with Children's Checks Policy)
2. Staff Code of Conduct
3. Work Health & Safety
4. Bullying and Harassment

Reporting Relationships

This position ultimately reports to the Principal, however for all day to day matters the Deputy Principal.

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Remuneration Package and Conditions

Salaries and conditions for the position are governed by the 'Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2021 ('MEA') or any instrument that replaces this MEA.

This position is funded by the Australian Indigenous Education Foundation (AIEF).

In accordance with Child Protection legislation all people seeking child-related employment are required to complete a Working with Children Check clearance prior to employment at the School.

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with The Armidale Schools core values, Code of Conduct and Equal Employment Opportunity principles. The Position Description is subject to review and modification by the Principal in response to the changing needs of the School.

Questions regarding this role should be directed to Ms Susannah Warrick at employ@as.edu.au or (02) 6776 5800



Locked Bag 3003
Armidale NSW 2350

T 61 2 6776 5800
E employ@as.edu.au

www.as.edu.au



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