

BOARDING HOUSE TUTOR



Position Title	Boarding House Tutor
Reporting to	Head of Boarding
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl’s school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Role Purpose:

The Boarding House Tutor plays a critical role in providing academic tutoring support to boarders whilst encouraging good study habits. In addition to providing assistance with schoolwork, the Boarding House Tutor also helps to foster and maintain a positive and caring attitude amongst the boarders by responding to pastoral care matters, modelling and encouraging sensible and respectful behavior, and ensuring the safe wellbeing of the boarding students.

The Boarding House Tutor assists in managing the day to day operations of the Boarding House and supervision of boarders as well as provides support to the Senior Supervisor in response to an emergency or critical incident.

Key Areas of Responsibility:

- Provide academic tutoring support to Year 7-12 boarders.
- Foster and maintain a positive and caring attitude amongst the boarders.
- Respond to pastoral care matters ensuring the safe wellbeing of the boarding students, when on shift.
- Provide support to the Senior Supervisor in response to an emergency or critical incident, when on shift.
- Share the responsibility for the general good order of the Boarding House.
- Attend Boarding House Staff meetings and work collaboratively with the Boarding House staff team.
- If required, support with on shift duties including weekends and sleepovers.

Qualifications, Skills and Experience:

Essential:

- Excellent interpersonal skills and ability to provide advice and guidance to students.
- Ability to communicate with a range of key stakeholders.
- Proven capacity to operate in a respectful, collaborative, professional, timely, confident and discreet manner.
- Demonstrated capacity to foster independence, resilience, leadership and responsibility.
- Show initiative and work both independently and in a team.
- Evidence of ethical behaviour in all professional duties.
- Demonstrate reliability and flexibility around work times and duties.
- To model and encourage sensible and respectful behaviour.
- High level of proficiency (to Year 12 level) in subject areas that aligns to the SACE offerings.

BOARDING HOUSE TUTOR

Desirable:

- Experience in tutoring school aged students up to Year 12 level.

Conditions

- The Boarding House Tutor works primarily during school term time, however, when necessary and in consultation with the Head of Boarding, may be required to work outside normal hours.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training.

Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: