



# Learning Tutor - Literacy

## The College

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care. Parade offers a multitude of curriculum options for students, whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

## The Position

Applications are invited from suitably qualified, highly motivated and innovated educators, with excellent organisational skills and a passion for Catholic Education in the Edmund Rice Tradition and the safety and wellbeing of children for the **Learning Tutor - Literacy** position.

Learning Tutors provide support students who need extra assistance with their learning, ensuring that students will get this support in a way that minimises disruptions to other learning or school activities.

By engaging additional teachers to support children with intensive learning, classroom teachers will have greater capacity to ensure that all other student's achievement, engagement and wellbeing needs are met, so that all students receive the support they need in 2026.

Full-time and part-time applications will be considered. The successful candidates will commence by negotiation during Term 1 2026, with a fixed term appointment until 20 November 2026.

## Teaching and Learning at Parade College

Learning at Parade College inspires a commitment and spirit that is both personalised and life-long. Gifts and talents are celebrated equally but paramount to all this is the reality that learning takes place within a collective sphere of mutual support and a deep desire to achieve the very best.

Teaching and Learning at Parade College has, over 150 years, developed both the capacity and capability of providing dynamic learning that caters for the students' spiritual, academic, social, emotional and physical development. A vibrant professional teaching and learning culture exists and grows. Students are supported in their studies by highly qualified, experienced and committed staff.

Our curriculum continues to blend the best of educational traditions with the latest in cutting edge theory, practice and design. Our classrooms are contemporary, technology-rich learning environments, suitably well-resourced and designed to both encourage and exploit a wide variety of teaching and learning preferences.

We are seeking applications from qualified teachers (including graduate teachers) for this fixed term position. Applications for this position will also be considered from Primary qualified teachers.

## **Application Requirements**

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter** addressing the **Key Selection Criteria** including your skills, qualifications and experience relevant to the role: together with
- a current **Curriculum Vitae**.

Applications should be addressed to the Principal and **submitted via the Employment Page on the College website:** <https://www.parade.vic.edu.au/about-us/employment>.

For enquiries please contact the Director of Human Resources via email: [hr@parade.vic.edu.au](mailto:hr@parade.vic.edu.au), or phone: 94683300.

*This community is committed to the safety, wellbeing and protection of all children in our care.*

*Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.*

*Parade College is an Equal Opportunity Employer*



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	Learning Tutor (Tutor Learning Initiative)
<b>Reports To</b>	Principal, Assistant Principal – Teaching and Learning

#### PRIMARY PURPOSE OF POSITION

We know that the remote learning experience during 2020-2021 was different for every student. While some students thrived, some students may not have engaged as fully with remote learning. For most of our students, regular high-quality teaching will be enough to help them progress to the expected level of learning. Some students will benefit from continued additional intensive learning support in 2026.

Funded by the Victorian Government's Tutor Learning Program, Learning Tutors will be employed under a fixed-term contract to support students to accelerate their learning in 2026.

Learning Tutors will provide support students who need extra assistance with their learning, ensuring that students will get this support in a way that minimises disruptions to other learning or school activities.

By engaging additional teachers to support children with intensive learning, classroom teachers will have greater capacity to ensure that all other students' achievement, engagement and wellbeing needs are met, so that all students receive the support they need in 2026.

Tutors upon appointment, agree to discharge the duties as outlined below. Reporting to the Assistant Principal, Teaching and Learning with the support of the Deans of Learning, they 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.

Tutors will work with individual students and small groups across Years 7 to 12 to provide a combination of one to one and small group tuition.

#### STATEMENT OF DUTIES

<b>Main responsibilities</b>	<p>Tutors employed as part of the College's Tutor Learning Program are:</p> <ol style="list-style-type: none"><li>1. To implement the College's Tutor Learning Program focused on supporting students 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>2. To monitor and report on the progress of these students as required.</li><li>3. To adhere to all Child Safety legislation and College requirements.</li></ol>
Implement the College's Tutor Learning Program	<ul style="list-style-type: none"><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>• Develop learning goals that are co-developed with students and document these goals adapting College based Personalised Learning Plans as required.</li></ul>

	<ul style="list-style-type: none"> <li>• Work with individual students and small groups across Years 7 to 12 to provide a combination of one to one and small group tuition.</li> <li>• Work in partnership with teachers to identify key areas of support required for these students linked to the content being covered.</li> </ul>
Monitor and report on the progress of these students as required.	<ul style="list-style-type: none"> <li>• Monitor and track the progress of students and adapt the support provided as required.</li> <li>• The accurate recording of the support provided including detailed notes and data surrounding individual adjustments made to meet the learner's needs.</li> <li>• Ensuring that accurate and comprehensive information is available to all staff about students in a timely and easily accessible manner.</li> <li>• Ensuring effective communication occurs between parents, students and staff as required to provide feedback related to the progress of these students.</li> </ul>
Adhere to all Child Safety legislation and College requirements.	<ul style="list-style-type: none"> <li>• Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured.</li> <li>• Be familiar and comply with the College's Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.</li> </ul>
<b>Other Duties</b>	Other duties as requested from time to time by the Principal and/or Assistant Principal Teaching and Learning.

POSITION REQUIREMENTS	
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Be experienced in working with children.</li> <li>• A demonstrated understanding of child safety and protection.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.</li> <li>• Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA.</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. Holds the relevant education and qualifications, including VIT registration or hold a Permission to Teach from VIT, with a broad knowledge of the Victorian Curriculum, and/or expertise in literacy and/or numeracy.</li> <li>3. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.</li> <li>4. Understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade is a Child-safe school.</li> <li>5. A proven ability to develop a positive rapport with students with the capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.</li> <li>6. Well-developed interpersonal skills including organisation and communication, with a proven ability to work effectively, independently and collaboratively, in a team.</li> <li>7. Commitment to ongoing professional learning.</li> </ol>

#### TERMS AND CONDITIONS

- Terms and conditions for this position are as outlined in the *Catholic Education Multi Enterprise Agreement 2022* for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications.
- The position reports to the Assistant Principal, Teaching and Learning.
- The position will, from time-to-time require attendance outside normal hours.
- The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Childs Protection Policies.