

JOB DESCRIPTION

POSITION: Kip McGrath Tutor

HOURS: Up to 9 hours per week

TERMS OF EMPLOYMENT:

- ◆ Individual Employment Agreement

RESPONSIBLE TO:

- ◆ WestREAP Manager, via Schools Co-Ordinator.

FUNCTIONAL RELATIONSHIPS WITH:

- ◆ WestREAP Manager & Staff
- ◆ Students & Parents/Caregivers

EXTENT OF AUTHORITY:

FINANCIAL: Nil.

GENERAL: As delegated by the Schools Co-Ordinator.
- act as required by statutes and regulations
- act within WestREAP's Constitution, operating principles including Policies and Procedures, and code of conduct.

PRIMARY OBJECTIVE:

The Employee will be responsible for working with up to four children in each session provided that this number may increase to five from time-to-time in order to accommodate students attending "catch-up" sessions for those previously missed. The students will each have an individualised educational plan, tailored to their needs, in the teaching of reading, spelling, English or mathematics, depending upon the reason for their enrolment. This plan will initially be prepared by the Centre Manager and subsequently modified by the Employee, if necessary, in consultation with the Centre Manager.

PROJECT AREA:

The Kip McGrath Programme will be delivered in Greymouth and Hokitika.

OCCUPATIONAL HEALTH & SAFETY:

The employee will comply with WestREAP's Health & Safety Policy and Management System and will take all practicable steps to ensure their own safety and the safety of others in the workplace.

KEY TASKS:

Duties fundamental to the position of Tutor include:

- ◆ Comprehensive and complete preparation for tutorial sessions;
- ◆ Timely and consistent attendance at tutorial sessions;

- ◆ Delivery of tutorial services to students at tutorial sessions in a comprehensive and professional manner;
- ◆ Critiquing of student's work and performance;
- ◆ Consistent engagement of students in a professional, courteous and congenial manner; and
- ◆ Assumption of loco parentis (standing in place of the student's parent) responsibility for all students in the employee's care during tutorial sessions, whilst at the same time ensuring that an appropriate professional standard of care as a teacher is maintained, and that students are at all times treated with dignity and respect.

OUTCOMES:

- ◆ Students will be able to verbalise their own progress and achievement.
- ◆ Administrative systems, reports and paperwork are kept up to date and confidentiality maintained.
- ◆ The tutor contributes to the ongoing evaluation of individual students to ensure progress and achievement.
- ◆ Students will become self motivated to be engaged in learning.

SUPERVISION:

Will be provided monthly by the Franchise Manager, on an individual basis, at the centre. Supervision discussions will take place after a tutoring session. Supervision will cover;

- ◆ Student Progress
- ◆ Administration matters
- ◆ Tutoring issues – regarding students, equipment, resources.

SIGNED:
 XX

DATED:

SIGNED:
 XX

DATED:

*Copy to Employee for their records
Copy to Manager for Staff file*