



## FCJ College POSITION DESCRIPTION LITERACY/ NUMERACY TUTOR

### COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

### POSITION IDENTIFICATION

<b>POSITION:</b>	Literacy/Numeracy Tutor
<b>FTE:</b>	Part-time
<b>Term:</b>	Fixed Term

### POSITION OBJECTIVE

Using evidence-based intervention approaches tutors will target literacy and numeracy skill development to support and enrich student learning. Tutors will work under the English and/or Mathematics Learning Coach to review student data to determine specific skills that require development and the target level required. Tutoring will occur in small groups across the week. Tutors will need to pre and post-test to enable evaluation of student progress.

### KEY RESPONSIBILITY AREAS

- Tutoring in Literacy and/or Numeracy
- Literacy - Interpreting explicit information, interpreting by making inferences, reflecting on text, retrieving directly stated information, developing vocabulary.
- Numeracy – number, algebra, geometry, measurement, statistics and probability
- *(please note, tutoring is aimed at a range of learning levels)*
- Pre and post-test students
- Use a range of evidence –based tutoring interventions.
- Where applicable, working with small groups to review a range of numeracy and/or literacy skills
- When appropriate, providing tutoring with a classroom environment.
- Liaise with the Learning Coach in Mathematics and/or English to review PAT data and reflect on strategies outlined in the Teacher Resource Tools as well as accessing relevant textbook examples to provide as models for students.

### ACCOUNTABILITY & EXTENT OF AUTHORITY

The position is required to provide service, support and assistance to the College in accordance with the various College policies and procedures.

### SKILLS, KNOWLEDGE & SELECTION CRITERIA

The skills and knowledge required to perform the duties of the position are as follows:

- Excellent interpersonal skills, including the ability to communicate well with students and members of the College community
- Experience in a literacy and or numeracy would be an advantage
- Ability to build a positive rapport with students
- Ability to work both independently and in teams.

## QUALIFICATIONS

### Position Eligibility

You are eligible if you are:

- currently registered with the Victorian Institute of Teaching (VIT)
- have 'Permission to Teach' from the VIT
- a pre-service teacher working under the supervision of an experienced teacher
- a retired teacher.

## EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. A condition of employment is that staff are deemed to be persons suitable to work with children. FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct* and have a valid working with children's card.