Applications are sought for the position of

**RESIDENTIAL TUTOR**  
**Commencing Term 4, 2013**  
**Campbell House (Boys’Boarding House)**

Pembroke School is a co-educational, non-denominational day and boarding school located a Kensington Park. We seek applications from suitably qualified and outstanding people to be a Residential Tutor, commencing as soon as practicable.

This is not a paid position but accommodation and meals are provided in exchange for rostered (after hours and including weekends) supervisory, pastoral and academic tutoring duties. A strong academic background is essential. Residential tutors are expected to take a positive, collaborative and active role in supporting our boy boarders in Years 7-12.

A Boarding House Tutor must possess and demonstrate personal qualities such as: enthusiasm, maturity, honesty, integrity, interest in and commitment to the welfare of young people, and a willingness to be actively involved in the life of the School.

This position would ideally suit someone who is currently studying and/or working in the field of Education (eg. a practising teacher) although persons in other fields are also welcome to apply. Previous experience in boarding schools is not essential.

A current Senior First Aid certificate is also desirable, although not essential.

Appointment is subject to a current and satisfactory National Criminal History Check.

Applications along with Curriculum Vitae and the names, addresses and telephone numbers of at least two referees should be emailed to jobs@pembroke.sa.edu.au

For further information please contact Mr Jim Daws on 8366 6818 or Ms Joy Bacon on 8366 7082 or email jobs@pembroke.sa.edu.au.

Applications for this position close on MONDAY 11 NOVEMBER AT 4.00 PM

_Pembroke School is an equal opportunity employer._
Residential Tutor - PEMBROKE BOARDING HOUSE

SUMMARY OF DUTIES:

Specific duties and responsibilities include:

1. Assist in overseeing the welfare and behaviour of students in the House.

2. Actively participate in rostered duty in the Boarding House and effectively assist in the supervision of boarders’ day to day activities, such as: meals, prep. time and excursions.

3. Provide support and assistance with academic work in appropriate subject areas. Details of the assistance programme are to be worked through with the Head of Boarding. The assistance is in the form of help with homework and assignments but does not extend to re-teaching subject(s), doing students’ work for them or in any way diminishing or removing the students’ personal obligation to take responsibility for their own organisation and learning.

4. By being an appropriate role model for boarders, assist in ensuring that proper expectations and standards of courtesy, behaviour and trust are developed and maintained at all times.

5. Under the direction and supervision of the Head of Boarding, establish and maintain good pastoral care provision through a Boarding House Tutorial Group.

6. Provide feedback about students’ progress to the Head of Boarding to assist with the writing of Reports to parents. From time to time it will also be appropriate that these reports be written by the Tutor and approved by the Head of Boarding.

7. Monitor the academic and social progress of boarders and provide appropriate feedback to the Head of Boarding.

8. Attend all Boarding House or School functions, Staff meetings and professional development programmes as required.

9. Take an interest in and give active support and encouragement to boarders in their academic studies, co-curricular activities and life in the Boarding House.

10. Where appropriate and through the Head of Boarding, liaise as appropriate with the Boarders’ day teachers, Head of School, Tutors and/or House Heads.

11. Uphold and abide by the rules and expectations of the School and, where appropriate, and under the direction of the Head of Boarding, administer suitable and appropriate discipline. All discipline must be carried out in the context of a fair, caring, supportive and encouraging environment.
12. Undertake all duties in compliance with relevant legislative requirements such as: the federal Privacy Act and WHS Act.

13. Undertake all other reasonable duties as directed by the Head of Boarding.

**Review and renewal of position**

All positions for Residential Tutor at Pembroke School are subject to regular review by the Head of Boarding and the Deputy Principal.

1. Initial probationary period of one month. A review of performance will take place at the end of the first month's service. Subject to this review being satisfactory, the appointment may then be confirmed for the remainder of that School year.

2. Appointment after the probationary period is on an annual basis for the particular School year. Renewal of the appointment is at the discretion of the School and is conditional upon ongoing satisfactory performance and a satisfactory result from a formal annual review. This formal annual review is conducted by the Head of Boarding and the Deputy Principal.

3. A review may be implemented at any time if performance is of an unsatisfactory standard. An appropriate action plan or strategy to improve performance may be put in place as a result of any review.

4. Serious misconduct, dereliction of duty and/or serious breaches of trust will render the Boarding House Tutor liable to immediate dismissal.

**Co-curricular life of the School**

Boarding House Residential Tutors are strongly encouraged to take an active part in the co-curricular programme of the School - eg. coaching in a sport, music, drama, debating.

*Conditions of appointment* are set out in the School's formal letter of appointment and the conditions therein form part of and are to be read in conjunction with this Duty Statement.

**Work, Health, & Safety:**

1. Perform all duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others.

2. Report all hazards, incidents, accidents when experienced or witnessed, in accordance with the School's WHS policies and procedures.

3. Use any equipment provided for health or safety purposes.

4. Obey reasonable instruction given by the School, in relation to health and safety at work.
PERSON SPECIFICATION

**Personal Abilities / Aptitudes / Skills**
1. Reliable, enthusiastic, mature, honest, have integrity and possess excellent interpersonal skills.
2. Currently studying at undergraduate or postgraduate level.
3. Have an interest in and commitment to the welfare of young people.
4. Able to communicate verbally to a wide range of audiences.
5. A willingness to be actively involved in the life of the school.
6. A current Senior First Aid certificate is desirable, although not essential.

**Experience**
- Experience in school boarding houses is not essential.

**Knowledge**
- An understanding of and commitment to the culture of Pembroke School.

**Qualifications**
- A proven academic background is required.

**IMPORTANT NOTICE:** The successful applicant will be required to complete a National Criminal History Check and Screening Assessment and clearance received by the School, prior to commencement.