POSITION DESCRIPTION

Position: Resident Tutor
Department: Residential College
Reporting to: Dean of the College
Directly Supervising: None
Contact: Sally Dalton Brown – email sdaltonb@trinity.unimelb.edu.au
Date: September 2013

POSITION SUMMARY

The purpose of this position is to provide academic leadership and pastoral support to the student body, with specific responsibility for students on a residential floor/in a residential building as well as within a mentor group. Resident tutors are expected to be available for students and College functions in the evenings and on weekends, within reason, and to play a full role in the life of the College.

Resident tutors receive a Pastoral Allowance that is paid monthly, and are encouraged to teach in the tutorial program, for which they are paid a set rate. Resident tutors pay rent for accommodation. The rent payment includes all meals and utilities, and reasonable access to Internet data.

SELECTION CRITERIA

Essential:
1. A tertiary qualification (a postgraduate qualification is desirable) together with small group teaching experience.
2. Demonstrated experience in the pastoral care of students with previous experience in a residential environment highly desirable.
3. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
4. The ability to contribute positively and work within a team environment, and to foster community harmony on a residential floor/within a residential building
5. A strong interest in the personal development of talented and diverse young people.
6. A willingness to contribute to the wider life of the College through taking part in a range of student activities, attending regular hall dinners, and assisting at College events when so requested by the Dean.
Further Information:
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
- Applicants should have or should complete a Level 1 First Aid course, and also a Mental Health First Aid course (the latter usually arranged by the College)
- Applicants will be required to bring originals or certified copies of academic and other qualifications if invited for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

KEY RESPONSIBILITIES
1. Providing pastoral support for students on a designated floor/in a designated residential building, and in a designated mentor group. Tutors are required to attend floor/building functions, and are expected to assist new students to settle into the College through taking part in Orientation weeks in February and July, and spending time with new students on their floor/in their building.
2. Establishing a self-regulating student environment in which students understand their rights and responsibilities, manage their own behaviour, and seek to resolve disputes that may arise through conversation and collaboration.
3. Contributing to the academic life of the College, through tutoring, workshops, fireside ‘chats’, or other skills sessions.
4. Responsibility for the overall community health and tidiness of the floor/building through work with the Student Coordinators.
5. Taking an interest in the wellbeing and good spirit of the whole resident community, and contributing to that sense of community.

OCCUPATIONAL HEALTH AND SAFETY (OHS)
All staff are responsible for safe work procedures and instructions. Employees must:
- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

Supervisors are responsible for:
- Developing and recommending new safe work procedures and practice, as required, in conjunction with relevant persons and in compliance with legislative requirement and Trinity College OHS Policy.
- Providing all staff with relevant OHS information in an appropriate, timely manner.
- Providing personal protective equipment and clothing if hazards or risk cannot be fully eliminated.
- Providing adequate supervision through technical guidance and support.
• Identifying and controlling hazardous conditions and where possible reduce risks or eliminate.
• Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
• Ensuring that all accidents and incidents are reported.

**Managers and Directors/Deans** are responsible for:
• Implementing and maintaining procedures in compliance with legislation and Trinity College OHS Policy by regular monitoring of staff compliance through performance review.
• Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
• Ensuring that all staff, including contractors under local control, are appropriately inducted.
• Providing relevant OHS information and ensuring appropriate training.
• Ensuring all risk issues that have been identified are monitored and recorded.
• Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS issues.

**TRINITY COLLEGE**

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,000 talented students from across Australia and around the world. These programs include:

• The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
• Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
• Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
• Young Leaders Summer Schools for Australian and overseas secondary school students.
• Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole. The College employs around 180 FTE staff and 100 casual staff.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

*Trinity College: Excellence, Community, Diversity*