



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

POSITION DESCRIPTION

Position:	Resident Tutor
Department:	Residential College
Reporting to:	Head of Wellbeing
Contact:	Emily Dawson
Date:	October 2017

POSITION SUMMARY

The purpose of this position is to provide pastoral support and to model academic leadership to the student body, with specific responsibility for students on a residential corridor/in a residential building. Resident Tutors are expected to be available for students and College functions in the evenings and on weekends 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, which is managed separately. 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).
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 corridor/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.

Further Information:

- Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.
- 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 a Level 1 First Aid course, and a Mental Health First Aid course. The College will arrange and pay for training if these have not yet been attained.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if invited for interview.
- The successful applicant must possess or secure a Working with Children approval.

KEY RESPONSIBILITIES

1. It is expected that Trinity is your primary and permanent residence during semester, including swot vac and the exam periods.
2. From time to time it is understood that Resident Tutors may wish to take extended leave during semester. This will need to be agreed and scheduled in advance with the Head of Wellbeing.
3. Provide pastoral support for students on one designated corridor/in a designated residential building.). In some circumstances, a Tutor will be expected to support more than one corridor. Resident Tutors are required to attend corridor functions, and are expected to assist new students to settle into the College through helping to lead Orientation Weeks in February and July, and spending time with new students in their corridors.
4. Build a College community where students are increasingly supported to establish a self-regulating environment, where students understand their rights and responsibilities, manage their own behaviour, and seek to resolve disputes that may arise through conversation and collaboration.
5. Contribute to the academic life of the College.
6. Attend initial training in College emergency procedures and protocols, and other essential training as required by the Head of Wellbeing.
7. Be responsible for the overall community health, noise management, good practice in sustainability and tidiness of the corridors, working with the Student Coordinators.
8. Be committed to the wellbeing and good spirit of the whole resident community, and contribute to that sense of community by active engagement with College activities.
9. Support the Student Coordinators in their corridors by weekly meetings.
10. Regularly liaise with the Residential Team including through a weekly meeting of all Tutors with the Head of Wellbeing or the Dean.
11. Attend and be on duty at a variety of College and student-run social events as required by the Head of Wellbeing or the Dean.
12. Model mature standards of behaviour at all times.
13. Regularly attend Formal Hall dinners (2-3 times per week).
14. Carry the duty phone on weekends for the minimum number of days required by the Dean or Head of Wellbeing. Tutors are paid an hourly rate for this responsibility.
15. Attend all important College events as listed in the Resident Tutor Handbook.
16. Take a leading part in College wellbeing initiatives, for example around building respectful relationships or responsible consumption of alcohol.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

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.

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 2,500 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.
- The Pathways School, including 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; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- 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.

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.

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, Society