Job Description

Agency	Department of Education			Work unit	Katherine School of the Air
Job title	Tutor Mentor			Designation	Administrative Officer 4
Job type	Full time			Duration	Ongoing
Salary	$73,091 - $83,611			Location	Katherine
Position number	45735	RTF	294004	Closing	23/04/2024
Contact officer	Jessica Screaigh on 08 8965 1555 or Jessica.screaigh@education.nt.gov.au				
About the agency	https://education.nt.gov.au/				
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=294004				

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the OCPE website.

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the OCPE website.

Primary objective

To mentor and support tutors and work collaboratively with all key stakeholders to achieve educational outcomes for students by supporting tutors to plan and implement high impact teaching strategies that respond to student learning needs.

Context statement

Katherine School of the Air provides distance education to approximately 200 students from Preschool to Year 9 and is located Katherine. Around 36% of the student population is geographically isolated with the rest school population made of 22% special circumstances in urban areas, 31% traveling Australian and overseas as well as 11% dual school arrangements. KSA believes that student success is dependent upon providing relevant, quality teaching and learning in multi-age home classrooms. The school delivers curriculum in online and paper-based methods tailors to individual students needs and circumstances.

Key duties and responsibilities

1. Undertake an appropriate tutoring load and provide relief support where required.
2. Provide mentoring and support to new and current tutors.
3. Manage and complete a range of administrative tasks that support the school administration team and student learning, including the preparation of resources and contribution to Education Adjustment Plans and maintaining student tracking data bases.
4. Support tutors to plan and implement high impact teaching strategies that respond to student learning needs.
5. Co-design tutor timetables and manage tutor timetable changes as required.
6. Organise and facilitate tutor meetings and professional development.

Selection criteria

Essential

1. Demonstrated knowledge of students with complex needs and demonstrated ability to implement high impact evidence-based intervention strategies to support their learning.
2. Demonstrated experience in undertaking a range of administrative tasks by meeting timeframes whilst working under pressure in an environment of change.
3. Demonstrated professional experience in working collaboratively and communicating effectively with teachers, students, families and external stakeholders.
4. Experience in organising and facilitating meetings and coordinating professional development requirements of tutors or similar.
5. Demonstrated high level interpersonal skills and ability to coordinate and present online and in person professional learning and education programs.
6. Proven ability to work as part of a team, develop networks and partnerships with staff, students, home tutors, families and community agencies.

Desirable

1. Experience working in a distance education setting.
2. Training and experience delivering Read, Write, Inc., Fresh Start and Learning Through Doing Math.

Further information

All applicants must have a Working with Children Notice (Ochre Card) from SAFE NT and Drivers Licence.

Approved: 2nd March 2024 Donna Bryant – Principal

NORTHERN TERRITORY GOVERNMENT