



**TRINITY**  
GRAMMAR SCHOOL

## SUPPORT POSITION

# ACADEMIC MENTOR

## SECONDARY SCHOOL

<b>Position Description</b>	Academic Mentor
<b>Reporting</b>	Supervisor – MIC - Study + Reporting to – Director of Library Services
<b>Agreement/Award</b>	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017

### **Mission Statement**

Trinity provides boys with a thoroughly Christian education in mind, body, and spirit.

### **The School**

Trinity Grammar School's commitment to academic excellence, pastoral care and participation in a breadth of sporting and co-curricular activities, including the creative and performing arts, develops the talents of individual boys in mind, body and spirit. The School offers a wide-ranging curriculum that is delivered by motivated, caring staff accessing exceptional facilities and resources.

The School is committed to a professional learning culture in which all staff participate. They are supported to set ambitious personal goals for their own professional practice as well as working collaboratively to achieve strategic, School wide priorities.

### **Overview of the Co-curricular Faculty**

Co-curricular activities are an essential element in the life of every Trinity student and is compulsory from Years 3 to 12. Essential for healthy living, disciplined care of the body and the cultivation of temperate habits are an integral component of the development of a well-rounded student. Trinity offers a vast range of sports that will enable students to develop skills that will translate into all facets of adult life. The emphasis on students working in teams opens further avenues for leadership and co-operation. Coaching staff are supported by sport specialists who reflect our culture and beliefs, students learn how to cope with adversity, to lose with dignity, and to win with grace.

### **Purpose of the position**

The role of the Academic Mentor is to provide additional out of school hours support to student learning and the academic programme. Under the direction of the MIC - Study + and the Co-Curricular Coach – Study +, the Academic Mentor is to ensure effective supervision of students in a fashion and manner which is consistent with Trinity Grammar School's ethos. This position is an integral support to the overall academic programme in the School through supporting the students on a one-to-one basis to reach their full potential in a safe and supportive learning environment.

All staff at Trinity are positive in support of the School's traditions and Christian ethos and are expected to be flexible, enthusiastic, competent and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to co-operate with the senior staff, establish and maintain effective relationships with teaching staff, support staff, students and parents and maintain high levels of confidentiality and professionalism at all times.

### Key relationships

All staff are appointed by the Head Master and are responsible to the Head Master for the overall performance of their duties. The Head Master delegates authority to the School Executive for the effective management of the School.

MIC - Study +, through the Director of Library Services, will provide guidance and instruction on day to day duties.

Head of Human Resources will provide support and assistance to individual pastoral care requirements.

### Key accountabilities

- 1 Contribute to the provision of quality educational experiences by assisting and supporting students in the commitment of their studies.
- 2 Work with students individually or in small groups on activities under the supervision of the Co-curricular Coach – Study+.
- 3 Support the Co-Curricular coach – Study+ in their professional responsibility for the supervision of students during out-of-classroom situations at the School.
- 4 Operate with discretion, respect, trust and discernment while also maintaining confidentiality in all aspects of student, staff, parents and School information.
- 5 Model the Christian values of the School and provide a Christ-like example to all students regardless of the student's faith or background.

### Role Responsibilities

Working under the direction of the MIC - Study + undertake tasks as directed including but not limited to:

- 1 Provide supervision of students at designated times and places as assigned by the MIC - Study +.
- 2 Support the Co-curricular Coach – Study+. in their professional responsibility through the provision of one-to-one and small group academic support which complements the academic programme of the School.
- 3 Establish and maintain the tone of the School through monitoring student behaviour and commitment to study, according to the School's guidelines.
- 4 Ensure the safety and well-being of staff and students during out-of-classroom situations.
- 5 Encourage high expectations of students in their commitment to their studies through:
  - Effective time management throughout the session and a steady and consistent approach to study
  - Emphasise timelines through encouraging goal setting for each study session and provide guidance on the time to be spent of each task
  - Prepare for examinations and other assessments, and working towards increased independence in learning
  - Provide balanced, prompt and meaningful feedback on study goals and assessment/homework tasks
  - Support student learning through being appropriately equipped with adequate resources to support learning such as IT equipment, study guides, reference material and notebooks
  - Utilise the Record Book to communicate achievements or concerns with parents and teachers
- 6 Encouraging student- mentor interaction through:
  - adopting a demeanor of being available and approachable
  - Proactively prompting students with questions
  - Welcoming and supporting all students in accessing your assistance

### Pastoral

- 1 Support the School's disciplinary system, encouraging positive relationships and mutual respect with the students under your supervision.
- 2 Respect, understand and adhere to the need for confidentiality.
- 3 Develop an effective, positive relationship with students.
- 4 Foster effective partnerships with students, staff, parents and members of the wider community.

### **Technology and Equipment**

- 1 Be confident and resourceful in learning new technologies and continuously upskill in digital technologies to engage students and enhance student learning and resourcing educational programmes.
- 2 Effectively use the School's Administration System and Learning Management System if required.

### **Professional Learning**

- 1 Contribute to and participate in professional learning in order to demonstrate continual improvement in employment practice.
- 2 Ensure School compliance requirements are current (First Aid, Working with Children Check etc).
- 3 Undertake continuous learning and upskilling with regards to the School's Learning Management System and Administration System.

### **Child Safety Standards**

- 1 In line with the School's Core Staff Documents and associated Policies and Procedures, all staff are responsible for understanding and applying the School's Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures and internal and external reporting obligations.
- 2 Communicate confidentiality with appropriate senior staff any issues or perceived danger to a student.
- 3 Where students are under your care, take all practicable measures to protect students where a risk to their safety has been identified.

### **Work Health & Safety**

All staff are expected to:

- 1 Adhere to and implement safe work practices and procedures in accordance with Trinity Grammar School policies.
- 2 Work safely and report any hazards in accordance with School procedures.
- 3 Monitor and take full care of the health and safety of others.
- 4 Participate when required in the resolution of safety issues.

### **Professional Experience and Requirements**

#### **Essential**

- Completed or working towards a tertiary qualification in teaching or other specialist subject related discipline
- Valid NSW Working with Children Check (Employment status)
- Child Safe eLearning- Keeping children safe in organisations – Office of the Children's Guardian
- Current First Aid Certificate, CPR Certificate, Anaphylaxis and Asthma Management Accreditation