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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Boarding House Tutors**

**Responsible to**: Director of Boarding, Centennial House Manager, Director of Finance and Operations, Headmaster

**Functional Relationships with:** School House Staff, Centennial House Staff, students, parents and guardians

**Hours of Work:** Part time. Shifts are a combination of

* Weeknights 6pm -10.00pm
* Sunday 8am – 6pm

**Student Care**

**Key Tasks**

1. Put into practice the systems that support day-to-day operations and the spirit of boarding facilities.
2. Work actively with boarding facilities prefects in a positive manner.
3. Encourage the co-curricular activity of each student.
4. Participate in the medical welfare of each student, if required.
5. Ensure routines are followed and rosters observed, particularly when on duty.
6. Provide information to the Director on students’ progress at the boarding facility.

**Expected Results**

1. Day-to-day operations and weekend management of the boarding facilities are effectively supported.
2. A positive working relationship is established with boarding facilities prefects.
3. Co-curricular activity is actively encouraged and supported.
4. As medical needs arise, the student is dealt with appropriately, i.e., any student who requires medical assistance is brought to the attention of the Assistant Manager and students are accompanied to outside agencies where necessary.
5. All students adhere to routines and rosters are observed.
6. The Director is provided with information on student’s progress where necessary.

**Education**

**Key Tasks**

1. Ensure that all homework and exam preparation is completed.
2. Enhance the positive study environment by proactive prep organisation.
3. Tutor students who are experiencing subject difficulties. Tutoring sessions are to be conducted in the common area.

**Expected Results**

1. Students have a good homework record and exam preparation is carried out.
2. Every attempt is made to establish a positive environment.
3. Students are regularly helped with their studies.

**Facilities and Grounds**

**Key Tasks**

1. Follow the weekend checklist when rostered on duty.
2. Ensure the dorms/rooms and main building remain tidy at all times.

**N.B.: Rostered night duty is from 6:00pm till 10:00pm**

**Expected Results**

1. The grounds and facilities are maintained to a high standard.

**Function: General**

**Key Tasks**

1. Be on call for and attend to any event or emergency at which the Director, Manager, Housemasters, requires assistance.
2. To always exercise professionalism and care when dealing with students.
3. Attend major House functions/events as designated by Director.

**Expected Results**

1. The Director, Manager and Housemasters are assisted during emergencies or when requested.
2. Students are dealt with appropriately.
3. Major House functions/events are attended.