



MELTON CHRISTIAN COLLEGE
Senior Secondary Private Study Education Support

ORGANISATIONAL PROFILE:

Melton Christian College is a leading P-12 school of over 1100 students in two locations. We are highly regarded, specialising in nurture, excellence, and Christ-centered schooling. We are committed to building a dedicated team of Christian educators and support staff, equipping them to invest in the lives of the students they serve. Our team is enthusiastic and positive who are committed to the mission, vision, and values of the College.

POSITION PROFILE:

The Senior Secondary Private Study Education Support plays an important role within the College as they will build relationships with senior students and help them maintain good study habits to improve their academic outcomes. The individual will supervise students in private study sessions and provide support and guidance to students to enhance their study skills and practices.

The Senior Secondary Private Study Education Support reports to the Head of Secondary/ Year 11-12 Coordinator.

KEY RESPONSIBILITIES

- Mark and maintain Private Study session rolls
- Maintain a productive working atmosphere in Private Study
- Actively supervise all students in the study area ensuring that all appropriate rules are followed.
- Assist students where possible or direct them to the most appropriate person/ team.
- Ensure correct use of technology during study lessons.

Key Selection Criteria

1. Alignment with the vision and purposes of the College
2. Previous experience at similar organisations is desirable
3. Strong interpersonal skills
4. Reliable, able to maintain confidentiality, and with well-developed written and verbal communication skills
5. Solutions orientated and able to work autonomously and proactively, taking initiative while maintaining a high level of integrity, confidentiality, and diplomacy
6. Experienced with Microsoft Office and other PC programs
7. Must have current Working with Children Check

Occupational Health and Safety

The Private Study Supervisor has delegated responsibility from the Principal (for their work station/office space, equipment, and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are

appropriate for the hazards and risk profile of the activities of the class/classroom/workstation/office space

- Ensure that College safety systems are implemented, and compliance is regularly audited and monitored (e.g., hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits, etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards that are observed, and any incidents that may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, and planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles concerning health and safety matters
- Ensure that regular workplace inspections and audits are carried out following College safety systems

Child Safe Culture

The Private Study Supervisor has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space
- Be familiar with and promote familiarity with the College child-safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training, and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

Last Reviewed: 18/01/24