



BRISBANE GRAMMAR SCHOOL

A leading Australian day and boarding school (Years 5-12)

Tutors – Extended Day Study Program (Economics) Expressions of interest

Brisbane Grammar School is a non-denominational boys school of about 1700 students (Years 5-12) that overlooks the Brisbane CBD. The School maintains a strong tradition of academic excellence and operates extensive extracurricular and student wellbeing programs. The School is committed to the welfare and safety of students in its care.

Applicants for all positions must be eligible for a positive notice and a blue card through the Department of Justice and Attorney-General. Candidates must disclose any information relevant to their suitability to work with or around children.

In addition, all applicants should read and familiarise themselves with the School's **Recruitment and Selection Policy** and **Child Protection Policy and Child Risk Management Strategy** which can be accessed on the School's website at www.brisbanegrammar.com/About/Policies. Candidates must disclose any information relevant to their suitability to work with children.

Your privacy is important to us. The [Standard Collection Notice](#) (available on our website) sets out how your personal information will be collected, managed and protected when you apply for employment at Brisbane Grammar School.

Tutor - Extended Day Study Program

The School is seeking enthusiastic 3rd and 4th Year Education students as Tutors for our Extended Day Study Program. This program is available to day students in Year 11 and 12.

The Extended Day Study Program will commence Term 1 2019 and will run on Monday and Wednesday evenings from 5pm-8pm for eight weeks.

Tutors will be required to support and assist the enrolled students with homework, assessment preparation, or revision of content or concepts. The School seeks Tutors to assist students with **Economics** studies.

Tutors will be remunerated for their work and dinner for will be provided.

The successful candidates will also have the opportunity to progress their education career and create an academic footprint at Brisbane Grammar School.

Specific Duties:

You are required to perform the roles and duties applicable to your position as follows:

- Provide active and flexible support and assistance to the enrolled students with homework, assessment preparation, or revision of content or concepts;
- Provide active supervision of the enrolled students in the library over the hours of the program;
- Complete an attendance roll each evening;

BRISBANE GRAMMAR SCHOOL GREGORY TERRACE BRISBANE QLD 4000

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- Complete a log summarising the engagement of the students;
- Confirm the departure of students at the end of the evening;
- Provide feedback on student behaviour during the evening.

Tutors must be aware of the importance of Academic Honesty in working with students. Tutors must be conscious of supporting and guiding students but must not complete work on their behalf in any context.

Application process

Brisbane Grammar School only advertises on Seek, our website and local newspapers. If you are reading this information on any other website, please be advised that it may not be a true representation of the application process. We request that you visit our website prior to applying. We will not accept or respond to applications from any other source.

To be considered applicants must submit:

- 1. A cover letter (1-1½ pages) addressing the criteria**
- 2. A full CV** (including your QCT registration number), and including
 - a. The names, addresses and telephone numbers of two (2) recent professional referees.** One of these referees should be the applicant's most recent direct supervisor. The School also reserves the right to contact other persons who may have relevant knowledge of your qualifications and experience. Please see Section 6 of the School's [Recruitment and Selection Policy](#) for further information contact recruitment@brisbanegrammar.com to discuss any preferences regarding the timing of contact with referee(s).
 - b. Evidence of your relevant Academic Transcripts/Records (Please note - this is not your Graduating Certificate).**
 - c. Photo Identification** (e.g. passport, or both sides of a Driver's License).
- 3. Applications via email to recruitment@brisbanegrammar.com.** Your *attachments are to be combined into one document (Word or PDF), and your email subject should be "First Name Surname – Tutor - EDSP"*
- 4. Only applications adhering to all of the above will be considered.**

For further information please contact recruitment@brisbanegrammar.com.

Applications close:

4.00 pm Thursday 20 December 2018.