Residential Tutor

1. Appointment

This appointment is for a defined period and will be reviewed annually. Two weeks’ notice from either party in term time is sufficient to terminate the appointment.

The position of Resident Tutor John Paul College is seen as a significant role in the community, and is an opportunity to develop considerable experience in a vibrant and important part of our College.

- A Residential Tutor is appointed by the Headmaster in consultation with the Deputy Headmaster and Director of Boarding. The appointee is responsible to the Deputy Headmaster, through the Director of Boarding.

- A Residential Tutor will aim to develop within the Boarding Village a spirit and character that is friendly and supportive, which recognises the worth of each student as an individual and creates a sense of belonging for all resident students in accordance with the College Ethos.

- In normal circumstances, Resident Tutors, report to the Director of Boarding. The Director of Boarding will allocate duties, establish routine and generally guide and monitor the performance of Residential Tutors.

- If a problem arises and the Director of Boarding is off campus, a resident tutor should contact the Director of Boarding on mobile phone in the first instance. If this is not possible, his or her assistant or Deputy Headmaster should be contacted.

- The position will attract a salary, conditions, and teaching load (if applicable) as determined through discussion on appointment and will be reviewed annually by the Headmaster. A self-contained bedroom, with private ensuite and communal living space is provided as part of the overall package.

- A Residential Tutor should show concern for the boarders in the manner that an ideal parent would in a natural family situation and provide a supportive and structured environment where every student is known and feels a sense of belonging.

- Given the nature of this role in a residential community, there will be considerable out of hours requirements. The position, therefore, is considered to be a lifestyle choice as well as a job. Interested people (and where applicable their families) must understand and accept this component of the role.

- All College rules apply within Fenton Village. The Director of Boarding, as Senior Resident, coordinates boarding policies and oversees the administration, pastoral care, and discipline of the boarding community.

The rewards emanating from boarding life are rich and diverse. All Resident Tutors should feel free to discuss these duties and responsibilities with the Director of Boarding.
2. Duties

Residential Tutors are:

- to assist the Director of Boarding in the implementation of the College pastoral care programs and encourage in each student an understanding and acceptance of the spiritual and moral basis of life.

- to complete those duties rostered to an individual by the Director of Boarding.

- to complete meal duty as part of the weekly duty roster and to expect high standards of behaviour and manners at those meal times.

- to assist in the monitoring of Leave throughout the week. Leave policy will form a different document and will be governed by the Director of Boarding.

- to provide supervision at homework time. Staff on duty are to ensure that homework begins on time, is quiet and that students are doing school work.

- to attend Residential Staff meetings as called by the Director of Boarding.

- to be vigilant so that a student’s social, school or academic problems are reported to the Director of Boarding, who will respect this confidence and assist in solving such problems.

- to participate in the supervisory roster for weekend boarding, as negotiated.

3. General

- **Dress**
  There is an expectation that a Resident Tutor sets high standards of dress and deportment. It is encouraged that staff purchase corporate polo’s from Retail to assist in maintaining the standard of dress as well as providing comfort when engaging boarders during activities and recreation times.

- **Use of Residence**
  All Resident Tutors must ensure that Fenton Village is secure at all times. There are to be no other people staying in Residential Staff accommodation when students are present. There is an expectation that these facilities be kept tastefully decorated and tidy. Staff accommodation is allocated by the Director of Boarding and is subject to change at times to meet operational needs.

  Resident Tutors must stay in residence when rostered as the person responsible for overnight duties. If Resident Staff need to be absent overnight, he/she must seek the approval of the Director of Boarding.

  - Resident Tutor must not discuss colleagues with students.
  
  - All serious behavioural problems must be reported to, and handled by, the Director of Boarding, e.g. bullying, smoking, drinking, breaking bounds.
  
  - Residential Staff are required to hold a Positive Notice Blue Card for Child Related Employment, a current First Aid and CPR certificate and drivers licence. A Light Rigid bus licence is desirable, training and associated costs would be supported by The College.
4. Relationships with Students

The key to a successful period as a Residential Tutor is to ensure that your relationship with students is caring yet demanding of standards, friendly and professional, diligent and positive. It is important that it be recognised that the College view of Pastoral Care does not imply that students and staff are equal and peers, and consequently all Resident Tutors must ensure that their approach with students is professional at all times.

A Resident Tutor:
- should not mix socially with students unless at a College function. This safeguards your position as much as the School’s.
- should not engage current students in a social media platform, either by a friend list or any other means. This expectation safeguards you as a staff member and ensures that an appropriate level of authority exists in our boarding and educational environments.
- may only organise outings with the approval of the Director of Boarding.
- must not visit students after lights out unless it is part of the normal duty.
- must be fully aware of the College Child Protection Policy as it relates to their own dealings with students and any reported dealings with students which they become aware.

5. Open Door Policy

Boarding at John Paul College asks that all Resident Tutors be prepared to have the doors of their ‘homes’ open in a metaphorical sense. This means that staff should be prepared to have their door open even when they are not on duty. Obviously, the need for privacy at certain times is recognised, but as a general rule, Residential Tutors must be prepared to constantly communicate with the students and support the Resident Tutors on duty by having an open door.