

Position Description for Residential Tutor

Residential Tutors act as role models and mentors to the students living in St Mary's College and are available to assist students in the transition from home to both university and college life, to talk through issues affecting students' academic and personal lives, and to offer advice on where to seek assistance, where appropriate. Residential Tutors are not counsellors or psychologists and should therefore refrain from offering advice that is offered most appropriately by trained professionals.

The role of Residential Tutor is integral to the life of the College community. It is expected that Residential Tutors will be fully involved in College activities as well as taking an active interest in the lives and progress of St Mary's students. As older, more experienced members of the community, Residential Tutors are important role models who live the values of the College in their daily life. An important aspect of the role of Residential Tutor is simply being a reassuring presence to the students; Residential Tutors do this by being present at College as much as possible, and by being accessible and approachable to students. Consequently, Residential Tutors are rarely absent from College for more than a few days, without prior discussion and approval from the Principal. Annual leave will be provided on a prorata basis – 3 weeks per year.

The Residential Tutor will:

- provide assistance to the Principal and the Dean & Deputy Principal in maintaining a stable and supportive living environment for all students
- proactively assist with the pastoral care of students, ensuring that students have access to a range of support structures and advice and to promote the well-being of all members of the College community
- act as a role model for students in College
- assist with the development of a positive and supportive culture through personal leadership, concern for others, and a willingness to be available to talk with students
- act in a manner that enhances the College's standing in the University and wider community
- understand and respect the privacy of others and work within appropriate boundaries and confidentiality
- be particularly mindful of, and focused on, the safety and wellbeing of any under-18 students
- work collaboratively within the Residential Tutor team and with staff, student mentors and student leaders
- support other team members and contribute to the overall work and aims of the Residential Tutor team
- work within the guidelines of the *Student Handbook* and the *Residential Tutor Manual* and in accordance with College policies and guidelines
- undertake an annual review of their performance in the role

Duties:

The Residential Tutor will:

- take an active interest in students and be ready to assist them with advice as appropriate
- be responsible for creating and maintaining a culture of care, concern and thoughtfulness:
 - where appropriate initiate meetings/functions to assist in achieving these aims;
 - attend and assist the Student Mentor in the organisation of one floor dinner per semester
- assist in maintaining harmonious relations between residents within the College by, for example, monitoring and moderating noise levels and the behaviour of students
- develop and maintain positive working relationships with Student Mentors and the student General Committee
- ensure that students conduct themselves in a manner that is consistent with the values and ethos of the college and in accord with the guidelines and policies of the College as outlined in the *Student Handbook*
- help maintain a safe and secure environment within the College:
 - hold the master key and assist residents who are locked out of their room
 - see that students on their floor have registered any guests
 - act as a Fire Warden for their given area. Act as Chief Fire Warden for the College if there is an emergency when the Chief Fire Warden (usually the Dean & Deputy Principal) is not available. In such instances, the tutor on duty at the time will serve as the Chief Fire Warden
 - support and act as a role model for the Student Mentors
- complete rostered duties: approximately 15-17 weeknights and 7-9 full-day weekend shifts per semester
- attend formal and informal functions within the College on a regular basis
 - the following occasions are **compulsory** for Residential Tutors: first year students' Arrival Day, Commencement Mass and Dinner, College Day Mass and Dinner, Indigenous Evening, Academic Awards Dinner, Culture & Sports Dinner, Valedictory Mass and Dinner, Open Day, and the college photograph
 - the following functions require the presence of most Residential Tutors by arrangement: Rowing Day, Get-Involved Night, Christmas-in-July, and the Oratory Competition
 - the following functions are encouraged but not compulsory: student General Committee events, Junior Common Room 'Jam', the College Ball, sporting fixtures, and other student-led activities
 - Residential Tutors act as a representative of the college on Open Day to meet prospective students and parents, and to provide information about the college community and facilities
- regularly attend High Table on Mondays and Wednesdays (including pre- and post-dinner gatherings) and be a regular presence at meals

- attend Residential Tutor training at the beginning of the year, as specified in the letter of appointment, and throughout the year as required
- maintain a close working relationship with the Principal and the Dean & Deputy Principal
- communicate any concerns regarding students or incidents in a respectful and timely manner
 - Attend Residential Tutor meetings as scheduled
 - Attend meetings with the Dean & Deputy Principal as required
- communicate effectively and proactively with the Principal and with the Dean & Deputy Principal
- undertake a written reflection on your role during October
- any other duties or amendments as requested by the Principal or the Dean & Deputy Principal

Remuneration, inclusions and cost:

- Residential Tutors are appointed for the duration of the academic year from 'N-Week' in February until the end of the examination period in November
- All appointees will be required to have, or to obtain, a current Working with Children Card for Employees, and a National Police check
- remuneration will be a total of \$10,800 in 2020, paid in four equal instalments
- the rental price of a tutor flat (with ensuite) is approximately \$325 per week tbc (including basic cleaning)
- tutors who are invited to lead academic tutorials and consultations (if required by the College) will be paid at the rate of \$91 and \$47 respectively in 2020
- car park and security remote will be available for \$100 per semester
- all meals will be provided during the academic year
- access to a Personal Development Allowance up to \$500 per annum for further training in this role or in the area of their academic expertise
- internet access and utilities will be provided free of charge (excluding telephone calls)
- membership of the Senior Common Room

Further general information on St Mary's College is available at:

<http://www.stmarys.unimelb.edu.au/> or on (03) 9349 9555

For additional enquires relating to the role, please email Dr Darcy McCormack

principal@stmarys.unimelb.edu.au or Ms Maria O'Donnell dean@stmarys.unimelb.edu.au



ST MARY'S COLLEGE
THE UNIVERSITY OF MELBOURNE