Language Tutor:
International Students
Position Description

Sacred Heart
Girls' College
H A M I L T O N

Position:	Language Tutor: International Students
Team:	International
Reporting to:	Director of International Students
Responsible to:	Principal
Refer to Person Specification **KEY Objectives:**	To assist international students with their English language learning

Key Tasks	Expected Outcomes
Support identified students in the classroom: • *The Language Tutor: International Students is expected to work in partnership with students, teachers, specialists and family/whanau*	• Deliver Learning experiences as planned by Lead Language Tutor, with a focus on student learning goals for language development • Adapt learning experience to the needs of the student concerned • Provide appropriate feedback and feed forward to students as required.
Student Management: • *Liaison with the Lead Language Tutor: International Students as required to deliver a positive student experience*	• Ensure the principles of Restorative Practice and agreed behaviour management strategies are evident • Contribute to a safe learning environment • Have available information to support formative assessment in a timely manner • Keep records of student progress • Communicate progress of student learning as required • Identify any student relationship problems and refer to appropriate staff
Student Wellbeing: • *The Language Tutor: International Students contributes to a safe learning environment and follows school procedures*	• Meet the needs of students as far as possible • Refer concerns about students to appropriate staff
Professional Practice: • *The Language Tutor: International Students is expected to engage with professional learning and role model high standards of professionalism*	• Be involved in the life of the school • Take responsibility to improve your practice • Take all reasonable steps to ensure your personal well-being and safety in the workplace • Attend and support students at whole school events: eg: Mass/liturgies, powhiri, Athletics, Swimming etc

This job description is the basis for an appraisal/performance review carried out each year. V1123

Key Tasks	Expected Outcomes

Health and Safety:
• All Staff have a responsibility to work towards ensuring that the school's health and safety policy is effective
	• Take responsibility for personal safety and wellbeing
	• Contribute to a culture of teamwork, respect and collegiality amongst staff that reflects the key objectives of this role in the organisation
	• Contribute to a safe working and learning environment:
	   o practising safe work methods,
	   o proper use of safety equipment
	   o active participation to eliminate and minimise workplace risks

The Language Tutor: International Students provides other duties as assigned by the Director of International Students	

Employment Details:

GRADE: Step: $ per hour.

Number of HOURS: hours per week (Monday – Friday, as timetabled)
Number of WEEKS: 39 weeks per year
Hours worked DAILY: tbc

Signed:

Principal   _____

English Language Tutor: International Students _____

Date_____

SPECIAL CONDITIONS:
Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process, and will be varied in the light of the needs of the school.

The job description sets out the main duties of the position at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

In addition to supporting the **Catholic Character of the College**, the knowledge, skills and attributes required for organisational excellence, high quality educational outcomes and job performance include the following:

Knowledge the *Language Tutor: International Students* must have proficient knowledge in and awareness of the following areas:

- general classroom/school administration: Microsoft Office/Google
- specific school management systems: KAMAR
- understanding and maintaining confidentiality concerning students
- daily operations of school functions

Skills the *Language Tutor: International Students* must demonstrate the following skills:

- excellent interpersonal skills: initiate and sustain positive relationships
- team building skills: assist colleagues in a culture of excellence
- analytical and problem-solving skills: seek solutions, be resourceful
- decision making skills: be responsive and responsible for their work
- attention to detail and high level of accuracy: high quality outcomes
- effective organisational skills: be efficient, follow processes
- computer skills: operate spreadsheet and word processing programs and current appropriate technologies, in a google environment
- time management skills: meet deadlines, plan, prioritise
- strong literacy and numerical skills: communication and numeracy
- Demonstrate an appropriate level of self-confidence when performing assigned tasks
- Use appropriate language (written and oral) for the student
- Be receptive to constructive feedback
- Request assistance as needed

Personal Attributes the *Language Tutor: International Students* must also demonstrate the following personal attributes:

- be honest and trustworthy and act with integrity
- be respectful
- show cultural awareness and sensitivity
- show initiative and be flexible
- demonstrate sound work ethics: punctuality, high quality outcomes
- take responsibility for personal safety and well-being in the workplace
- model a 'can do' positive attitude and contribute to organisational excellence in a professional manner

The *Language Tutor: International Students* would normally attain the required knowledge and skills through completion of sector recognised qualifications and/or appropriate experience. Commitment to Professional Learning is expected. Engagement in a professional performance review process is required.