

Senior School After School Tutor

Purpose & Outline of Role

The Senior School After School Tutor is responsible for providing academic support to Year 11 and 12 HSC and IB students through the School's after-school tutoring program. Tutors will work collaboratively in the Senior Library each afternoon, offering assistance on a casual, drop-in basis across a range of subject areas.

All tutors are expected to contribute to a welcoming, productive, and disciplined learning environment where students feel confident to seek help and develop independent learning skills. Tutors should model positive study habits, effective communication, academic honesty and a commitment to academic excellence.

As representatives of the School community and alumni, tutors are expected to uphold the values and expectations of the School.

Reporting Relationship

The Senior School After School Tutor is ultimately responsible to the Principal, however, will report directly to the Director of Curriculum and will work in collaboration with the Library staff and relevant teaching faculties.

Employment Basis

This is a casual role and the School makes no firm advance commitment of providing continuing and indefinite work according to an agreed pattern of work. This position is classified as an Instructional Services Employee under the Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

Casual work will ordinarily be offered during school terms, typically between 4:00 pm and 6:00 pm on allocated afternoons, in pairs, within the Senior Library.

Role Responsibilities

- Provide academic tutoring and study support to Year 11 and 12 students undertaking HSC and IB courses.



- Assist students with homework, assessment preparation, research, essay writing, examination revision, and organisation of study.
- Create a calm, supportive, and focused learning environment within the Library.
- Work collaboratively with the co-tutor on duty to support a range of subjects and student needs.
- Encourage students to develop independent learning strategies and effective study skills.
- Communicate respectfully and professionally with students, staff, and parents where required.
- Maintain appropriate records of attendance and areas of support provided.
- Follow School policies and procedures, including child-safeguarding and supervision expectations.
- Refer students to classroom teachers or the Director of Curriculum when needs extend beyond the scope of tutoring.
- Act as a positive role model as a former student of the School.

Experience and Expertise

- Recent successful completion of HSC or IB studies at the School.
- Current enrolment in university study.
- Strong academic background, particularly in one or more senior subject areas.
- Ability to explain concepts clearly and support a range of learners.
- Demonstrated reliability and organisational skills.

Qualifications

- Current university student (undergraduate or postgraduate).
- Valid Working With Children Check

Personal Attributes

- Enthusiasm for learning and for supporting the academic growth of others.
- Excellent communication and interpersonal skills.



- Patient, approachable, and encouraging manner.
- Ability to work collaboratively and take initiative when required.
- High standards of personal conduct and professionalism.
- Flexible and responsive to the diverse needs of senior students.
- Commitment to upholding the values and culture of the School.

Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.



Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Form \(Non-Teaching\)](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.

