



Study Centre Supervisor

Reports to:	Director of Learning and Growth: Curriculum
Classification & Salary Range:	Starting from Category B Education Support 2-3 \$60,932. To be negotiated based on qualifications inc. VIT status and years of experience.
Time Allowance:	47 periods per cycle (1.0 FTE)
Tenure:	Ongoing

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Information Centre Leader, are aimed at supporting the growing, learning person: the young women and men whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young women and men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.



Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

OVERVIEW

The Study Centre Supervisor is responsible for ensuring an environment that empowers students to engage in study practices that are contemporary, rigorous, engaging and reflect the College's vision and values.

The role centres around the supervision of Year 12 students in Ngangga Centre (named with permission after the Bunnurong word meaning *to listen; to hear; to understand*) and is responsible for the development and implementation of a stimulating and engaging learner-centred Study Centre.

KEY RESPONSIBILITIES

- Actively support the College's Mission and Vision Statement.
- Supervise and monitor students in the Study Centre during school hours, ensuring that the environment remains conducive to study, collaboration, and academic progress.
- Support students in using their personal laptop devices and CommBoxes effectively for research, collaboration, and completing academic tasks.
- Assist students in accessing and navigating relevant academic resources, including those available in the school library and other digital platforms, to aid in their learning.
- Provide guidance to students on study skills, time management, and effective revision techniques tailored to their individual needs and learning styles.
- Ensure that the Study Centre is well-maintained and organised, with clear guidelines for students on appropriate behaviour, use of space, and noise levels, to support a productive study atmosphere.
- Manage and coordinate the use of different zones in the centre (e.g., quiet individual study zones, collaborative group zones) to maximise student engagement and learning outcomes.
- Liaise with teaching staff and pastoral care teams to monitor and address any specific student needs or concerns that may arise during their time in the Study Centre.
- Support students in the effective use of technology within the Study Centre, including laptops, CommBoxes, and other digital tools, ensuring they are used in ways that enhance learning.
- Guide students on how to use available technologies for collaborative projects, research, and digital note-taking or organisation.
- Facilitate access to online resources and educational platforms, as well as school-based digital tools, to help students find relevant academic material and learning aids.
- Foster the development of key study and organisational skills such as goal-setting, prioritisation, and independent research techniques.
- Run occasional study skills workshops or one-on-one sessions for students, focusing on areas such as exam preparation, effective note-taking, or mastering specific subjects.
- Provide feedback to students on their progress in the Study Centre, offering constructive advice on how to improve their study habits or address areas of difficulty.
- Work closely with subject teachers, College leaders and the Information Centre team to stay informed about students' academic progress and identify any additional support needs.
- Collaborate with other College staff to create a positive, inclusive learning environment that meets the diverse needs of senior students.



LEADING THE LIFE OF THE COLLEGE:

- Mentor and support students in the promotion of study skills when student access to the Study Centre is required.
- Be an active and visible presence in the Study Centre in support of teachers and educational support staff.
- Actively promote the Study Centre at College events such as College Open Days and Expo, as required.

COLLABORATES WITH:

- Director of Learning and Growth: Curriculum.
- Information Centre Leader.
- Learning Leaders.
- Classroom teachers.

TEAM ENGAGEMENT:

- Member of the Information Centre Team.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

ATTRIBUTES

Applicants should be able to demonstrate the following attributes:

1. A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
2. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.
3. Demonstrated ability and capacity to foster a stimulating and engaging learner-centred Study Centre.
4. Demonstrated ability to develop and lead within a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation.
5. Proven commitment to ongoing growth as a leader and teacher.
6. Demonstrated excellence in the use of digital technologies in an educational setting.
7. Excellent communication, administrative and organisational skills.



QUALIFICATIONS

- Appropriate tertiary or other related qualifications.
- Working with Children's Check (WWCC).

The following are preferred but not a pre-requisite for this role:

- VIT Registration.
- CECV Accreditation to Teach in a Catholic School (or working towards).

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022.

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.