



Position Description: Casual tutor, NQT

Position Title:	Casual tutor
Location:	All NQT Branches (across Melbourne and Sydney)
Contract term:	Casual
Employment hours:	6 hours per day OR 12 hours per weekend (Saturday and/or Sunday) Additional weeknight hours applicable to individual applicants
Salary range:	From \$17 per hour
Reports to:	General Manager, Nam Nguyen (Melbourne) General Manager, Quang Nguyen (Sydney) Manager, Teaching, Training & Policy (Susan Phu)
Contact details	info@nqt.com.au
Application closing date	Submit applications throughout the year. However, interviews usually take place in January/February and July.

Your employer

Nam Quang Tuition (NQT) was established in 1998 from a single branch in Footscray and since then, we have expanded and opened ten branches throughout Melbourne and Sydney. We started our tutoring business coaching students who aimed to gain entrance into selective based secondary schools such as Melbourne High School and MacRobertson Girls' school. In addition to this, we now also assist students wanting to gain entrance to grammar/selective schools through scholarship places. We offer classes for students from grade prep to year 12 (both at VCE and HSC levels) and offer specialist classes as well.

We continually strive to better cater for the needs of students and young people across Sydney and Melbourne. It's all part of our commitment to delivering value and confidence as a trusted education services organisation. With a large network across Sydney and Melbourne, geographically accessible, quality, and affordable tuition is available to everyone.

NQT has also recently expanded its operations to Vietnam where we are in partnership with the NSW AMES (a subsidiary of the NSW Department of Education) where we're the first provider of online English courses to students in major Vietnamese universities.

Please visit www.nqt.com.au for further details about our tuition services.

Your opportunity

Nam Quang Tuition is seeking applications from qualified teachers, degree qualified postgraduates or current undergraduate university students with good academic standing who are friendly, mature, responsible and self-directed. You will be a native speaker of English, possess excellent communication and interpersonal skills; be interested in working with school aged children from diverse cultures; and have a willingness to learn methods of effective teaching.

We recruit during mid-January and mid-July annually. Candidates who make applications for work will be contacted in January and July for group interviews, individual interviews, screening and academic testing. Candidates who have applied outside of these recruitment times will be notified in due course accordingly regarding the progress of their application.

Nam Quang Tuition supports the future teachers of Australia. Candidates who are undertaking a teaching or other relevant education qualification will be given priority preference during the selection process.

Expectations of the role

You will have responsibility for leading the following activities and delivery of the following key tasks:

- You will be responsible for tutoring allocated class/es (year levels range from Prep/Kindergarten to Year 12 – VCE/HSC) in 3-hour blocks, using NQT provided curriculum. Classes are held weekends in morning (9:30am – 12:30pm) and afternoon (1:30 – 4:30pm) sessions. Weekday classes are also held in selected centres. However, tutors will, on receiving reasonable notice, may be required to work additional or lesser hours and/or hours outside of the normal hours of work.
- You will be expected to adhere to the **Nam Quang Tuition teaching practices and procedures**. You will undergo relevant training and throughout your employment, you may be subject to appraisal processes.
- You will need to fulfil obligations of attendance, punctuality, and lesson preparation. If absent or late for a grave reason, they will immediately notify their principal or his designate. You will be expected to arrive 30 minutes before scheduled classes begin. Morning sessional tutors will be expected to **arrive at 9:00am** and afternoon sessional tutors will be expected to **arrive at 1:00pm**.
- You will be expected to assist in and around your allocated tutoring office to help office staff with new and current student / parent enquiries.
- You will be expected to **dress appropriately for lessons**. Successful candidates will be provided with an outline of expected work attire.

- You will be expected to provide adequate and careful supervision of your students as they arrive and leave your classroom. It will be your responsibility to ensure your students are quiet, not pushing or not rushing during arrival and dismissal of classes.
- You will be expected to ensure your classes remain orderly and quiet for the duration of the lesson.
- You will be expected to prepare yourself before your lessons, assess student's work adequately and promptly, and cooperate with the directions of the principal and supervisors.
- You will be expected to thoroughly explain all homework to your students during lesson time. You will also be expected to ensure worksheet corrections are complete prior to class and are returned to all students during the new weekly lesson.
- You will be expected to ensure classrooms are kept clean and tidy at all times.
- You will be expected to return all spare work booklets, textbooks and other NQT materials to the office after class. These remain the property of NQT and keeping the materials will be deemed as theft.
- You will be expected to exercise the appropriate duty of care and ensure the safekeeping of your students, as well as ensuring your students feel safe and included.

**Successful applicants will be given a comprehensive contract of employment which outline specific responsibilities, as well as employee/employer obligations.*

Qualities NQT is looking for

We are looking for our tutors to be able to:

- Communicate effectively and display a high level of interpersonal skills to function as a cooperative team member
- Show a friendly and approachable disposition
- High level of literacy and numeracy skills
- Confident to teach groups of students after the provided training
- Think quickly on your feet
- Ability to work independently as well as effectively under direction of management staff
- Display a genuine desire to work within an educational setting
- Take the responsibility of classroom tutor seriously and undertake the tasks necessary (outside designated work hours, as necessary) to ensure effective learning is taking place in the classroom

If this sounds like you, apply with a cover letter and CV following the links on the website