



## OUTSIDE TUTORS

### 1.0

In the event that The Joseph Varga School should engage the services of an Outside Tutor/s, being a person or people other than teachers of the school, the school must firstly approve such a person or people to deliver all or part of a Board of Studies course.

### 2.0

For each outside tutor, The Joseph Varga School will maintain documentation about the following:

- the name of the tutor
- recorded evidence and originals of the tutor's qualifications and/or evidence of relevant experience and/or expertise
- courses/subjects, or part thereof, previously taught by each tutor
- the number of students in such courses.

### 3.0

The Principal of The Joseph Varga School, or the principal's authorized delegate, must have seen the documentation in 2.0 before an outside tutor can be engaged by the school.

### 4.0

For each outside tutor, The Joseph Varga School undertakes to further verify the capacity of an outside tutor to teach the relevant course satisfactorily by:

- the school seeking and obtaining satisfactory reports from nominated referees and others concerning the tutor's suitability as an outside tutor, including information about their credentials and credibility, and recording such evidence accordingly
- observing the prospective outside tutor/s in action working with children.

### 5.0

In approving any outside tutor to directly work with Joseph Varga students, such a tutor must have first satisfied the screening procedures of *Working With Children*, undertaken under the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited) Employment Act 1998*.

Such a clearance must be accompanied by a signed and dated declaration by the Principal, or an appropriate person with the Principal's delegated authority, that a satisfactory screening process has in fact been undertaken.

The WWC clearance and the Principal's declaration must be obtained in writing before the outside tutor commences work with the target children of The Joseph Varga School on the nominated course.

#### 6.0

On appointment, the outside tutor's employment is subject to:

- regular checks that their qualifications/experience/expertise in the relevant subject/courses are satisfactory
- regular checks that their credentials and credibility are satisfactory
- regular checks by relevant senior school staff (in terms of e.g. outcomes, content, method, resources, assessments) that the course delivery by the outside tutor meets and continues to meet the relevant Board of Studies course requirements
- regular observations of the outside tutor/s in action working directly with children
- the school always having present at least one member of the school's teaching staff in sight of the outside tutor/s while he/she is working with a Joseph Varga student/s
- monitoring the ongoing effectiveness and evaluating the contribution of the outside tutor/s to the overall school program.

**Policy Updated 17 March 2013**