

Employment of Tutors frequently asked questions (FAQs)

Employment Procedures for tutors

DOBCEL schools must follow the standard recruitment process in the CECV *Guidelines on the Employment of Staff in Catholic Schools*. when engaging tutors including a merit-based process, child safety considerations and local consultation.

Who can be a tutor

- a Teacher who is registered with the Victorian Institute of Teaching (VIT);
- A recently retired Teacher who can meet the current VIT registration requirements;
- As a pre-service teacher (employed as an Education Support Employee) who will be working under the direct supervision of a fully registered teacher;

Teachers as Tutors

- Casual relief teachers (CRTs) or part-time teachers can be engaged as tutors.
- Recently retired teachers can also be engaged as tutors for this program; however, they will need to apply for permission to tutor through the VIT (if their registration is not current).

Can I engage a non-registered teacher as a tutor?

- Only registered teachers and pre-service teachers may be engaged as part of the tutoring program. Information on the registration process for recently retired teachers is available on the VIT website. Pre-service teachers will be required to work under the direct supervision of a fully registered teacher.

What is the appropriate Contractual arrangement for tutors?

Tutor employment arrangements must be consistent with the provisions of the Victorian Catholic Education Multi-Enterprise Agreement 2018 (VCMEA 2018).

Fixed term Contracts

- Schools engaging tutors for the full 2021 school year should ensure that these fixed-term engagements conclude at the completion of the school year on 27 January 2022.
- Schools seeking to engage a tutor for greater than 11 working weeks should employ them for a specified period of time in accordance with clause 11.2(a)(i) of the VCMEA 2018, as tutors will be engaged to undertake the specific Tutor Learning Program which has been funded for the 2021 year only.

Contracted Hours (Fixed Term)

- The engagement on a fixed-term basis be on either a full-time or part-time basis depending on the needs of the school. Schools will need to determine the tutors' FTE based upon the normal FTE calculation for teachers.

Casual Contracts

- If a school is looking to engage a tutor for greater than three consecutive weeks, but less than 11 consecutive working weeks, then the appropriate engagement in that circumstance would be as a casual relieving teacher in accordance with clause 11.4 of the VCMEA 2018.
- If the tutor is a pre-service teacher and therefore not a registered teacher, the appropriate engagement for a period of more than 7 working weeks, but less than 11 consecutive working weeks, would be as a casual relieving education support employee in accordance with clause 11.5 of the VCMEA 2018.
 - If a pre-service teacher is engaged for a period of less than seven working weeks, this should be as a casual education support employee in accordance with clause 11.7 of the VCMEA 2018.

Notice of Conclusion of Fixed Term Contracts

Where a school engages a tutor on a fixed-term basis for the full 2021 school year, the school will need to ensure that the tutor is provided not less than seven term weeks notice of the conclusion of their contract prior to the contract expiring in accordance with clause 11.2(f) of the VCMEA 2018.

What is the appropriate classification and salary for tutors?

- **Registered teachers**
 - engaged on a fixed-term contract to perform the role of a tutor should be engaged as a Category B employees and will be paid based upon their experience as a teacher in accordance with clauses 54.1 and 54.2 of the VCMEA 2018.
 - Schools will need to undertake a salary assessment at the time of engagement to determine the appropriate salary level of the teacher. Guidance and resources on the salary assessment process are located on the CECV website.
- **Pre-service teachers**
 - engaged on a fixed-term contract to perform the role of a tutor should be engaged as a Category B education support employee and will be paid in accordance with Appendix 6 of the VCMEA 2018.
 - Appendix 6 provides the classifications of employment for education support employees and a school will need to consider these classifications when determining the appropriate employment level for the pre-service teacher; however, it is recommended that schools engage the pre-service teachers as an education support employee Level 1 or 2. A pre-service teacher will be required to work under the direct supervision of a fully registered teacher.
 - For shorter term engagements of registered teachers and pre-service teachers, refer to clauses 11.4 and 11.5 of the VCMEA 2018.

Part-time teachers working additional hours as Tutors?

Yes, a willing part-time teacher can be engaged to work additional hours to perform the role of a tutor. A part-time teacher working additional hours as part of the tutoring program can still only work the maximum amount of hours a full-time teacher can work in accordance with the limits in clause 60.4 of the VCMEA 2018.

Additional Hours Contracts

If an agreement is reached with a current part-time teacher regarding the additional hours required to undertake the tutoring program, the part-time teacher should be provided a letter of variation for the agreed period of time, noting that the variation should not exceed the end of the 2021 school year. The letter of variation should indicate the amended full-time equivalent (FTE) for the agreed period of time (for example, from 0.6 FTE to 0.8 FTE) and provide a clear end date of the variation. The appropriate template to use in this situation is the letter of variation (general).

Can tutors be required to perform other duties that teachers perform?

Yes, tutors can be required to perform duties normally expected of a Teacher or Education Support employee in a school, including yard supervision, eating supervision and attendance at staff meetings. A part-time tutor shall only be expected to undertake a proportional number of duties normally expected of a full-time teacher or education support employee in that school.