



# HANDY HINTS FOR A HOME TUTOR

NT ICPSA State Council Inc

Re: your enquiry for more information on becoming a Home Tutor or Nanny:

Listed below are some handy hints, which may or may not be of some benefit you are more than welcome to use as a guide, remembering personal circumstances differ and some suggestions may not be suitable to our own situation.

## Issues to consider prior to interviews

Some of the issues to consider are listed below. It would assist to have an idea of what best suits your own situation although joint discussion and flexibility with applicant during interviews remain beneficial to both parties.

Employing a Home Tutor can be an overwhelming experience for parents, they are asking a total stranger to live in their home, teach and sometimes care for their children, as well as get on well at a personal level with both them and their partner and other workers. The Home Tutor on the other hand, leaves their family and friends to live with people they do not know, in an isolated area, where no one else on the property does the same job as them. This is also a very daunting experience for often they are young women barely out of their teens.

### 1. **Wages – Check if all these items have been addressed in your interview or Job offer**

- As there is no award for a Home Tutor/Governess, you will need to decide whether the wage and conditions that have been offered to you are suitable.
- Australia's minimum wage is \$15.51 per hour or \$589.30 per 38 hr week. Generally, employees in the national system shouldn't get less than this.
- *Most* stations use the **NT Pastoral Industry Award** as a guide or if you are employed under the In-Home Care system then that will have its own award.
- For ease of running a property most stations feed all the staff and take out a specific for **Board and Keep** (the NT Pastoral Industry Award states that no more than \$111.36 can be taken from the weekly wage for Board and Keep costs)
- Does Board and Keep cover 3 meals a day 7 days a week?
- Superannuation levies will also be paid on top of your wage or will have to be paid by yourself if employed under the In-Home Care System
- Workers Compensation needs to be paid for by the employer or by yourself if employed under the In-Home Care System.
- Ask when and how the wages will be paid.

### 2. **Holidays:**

- You will need to define 'holiday time' expectations
- how long- ie only school holidays? Some families like the kids to work during holidays or some weekends and public Holidays so they are able to 'get ahead' so that when mustering occurs in winter, they are able to take off a few weeks.
- During school holidays what are you expect to do? Ie home duties (cooking and cleaning), nannying, helping with muster, or go home? Is the latter 'leave without pay'?

### 3. **Travel:**

- Travel details should be considered. How will you get to the property or nearest town and who pays for that
- Will you be reimbursed fuel for personal car usage or will you be reimbursed travel expenses after 3-6 months probation? Some employers pay a return bus fare home after the finish of a school year.

### 4. **Work duties:**

5. You will need to have a clear understanding of what duties you are expected to perform – bare minimum would be 8am to 3pm (and hour off for lunch and morning tea) then an hour or 2 after school to prepare for the next day- depends on how many children in classroom.
6. Is there support from the school or parents if a child has a learning difficulty?
7. Do your children have an learning difficulties or allergies?
8. Duty Statement- see before employment. Below is an example

#### **Schoolroom:**

- Preparation of each day's work
- Sighting of Sets or Modules both before and after School Of Air
- Cleaning and tidying schoolroom

- Schoolroom displays, design or set up
- Hours of school work: 8:00 am to 3:00 pm with 1-2 hours preparation for next day's activities.

**After hours:**

- Assist with dishes, meal preparation or gardening,
- Assist with children, supervising, bathing, babysitting, etc.
- Maintenance of own living quarters
- Assist with general station work maybe on weekends
- Your commitments away from the station, how often, how long, how you want the Home Tutor to assist.
- In town School activities, (1 week each term in town, Alice Springs ONLY) –

**Living Conditions:**

- You will need to have an idea of where you will reside, meal arrangements, smokos and after school snacks, access to TV/internet/email, laundry facilities, furniture supplied, bed linen & towels supplied or required etc.
  - Can you find the property on a map?
  - How often does someone go to town (ie for groceries)
  - How often will you get to town and how?
  - Are you expected to care for kids all day or overnight if parent(s) go to town?
  - During Inschool Weeks whether you are to attend all of them? if so; consider travel arrangements, wages, meals, accommodation, babysitting and social activities whilst in town.
  - How close is the nearest doctor? Usually Alice Springs- so if you have a medical condition, then remote living can be difficult. You may be asked to complete a medical history form also.
9. **Odd bits:** Are pets allowed, is alcohol allowed, dress standards, behaviour as a role model for children and other persons on station/around the workplace, whether personal visitors are welcome. What other staff are on the property? Is there a smoking policy- ie not in the house? Do they cater for dietary requirements/allergies? Do you have ambulance cover and medical insurance (not a necessity but Ambulance cover can save a lot if it is used). Are your tetanus shots up to date?
10. **Personal Commitment:** Do you have a boyfriend/fiancé, someone that will miss terribly or you running away from any unfortunate situation?
11. **Communication:**
- Parents of the person applying should be welcome to speak to employers over the telephone especially if this is a first job.
  - Ask if the parents plan to set aside some time either each day or week, so that you can go through any hassles you may be having. These can be work related or personal- ie simply feeling homesick.
12. **Working with Children (Ochre) card:**
- Do you have one?
  - Do you need to apply for one?

Any person working with children in the NT needs to hold an Ochre card. You can find out more information and apply for one through [www.workingwithchildren.nt.gov.au](http://www.workingwithchildren.nt.gov.au)

We hope this information has given you a clearer picture of what to expect or ask. Please do not hesitate to contact me if you have any further 'general' questions.

Yours sincerely,

Liz Bird  
NT ICPA State Council

**Please read conditions below:**

"The Home Tutor Register is only an information service **for parents** looking for Tutors, to lessen and streamline employment agency and advertising costs. We do not match employer and employee. All employers are given the same list, and they choose to check references, details etc. themselves. Before accessing any names employers **MUST** provide us with their Duty Statement and be a financial member of the Isolated Children's Parents Assoc within the N.T.- if not then a donation of \$100 is acceptable (ICPA membership costs \$40/yr)"- employers only pay.

The NTICPA (Northern Territory Isolated Children's Parent's Assoc) does not accept responsibility concerning working conditions or employment contracts entered into between the Home Tutor and the employer. The NTICPA Home Tutor Register acts solely as an information provider.