



Empowering Future Game Changers.

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Happy Brain Education

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Program: Active Learning

Job title	Active Learning – Tutor
Reports to	<i>Chloe Higgins & Nathan Chua, Directors of Active Learning</i> chloe@happybrain.org.au nathan@happybrain.org.au
Salary	\$30/hour
Location	At school which you have been allocated to
Employment type	Flexible, 4 hours/ week or more
Date Approved	7/6/2018

About the Organisation

Happy Brain Education was established in January 2016 initially as a project to help fundraise for Hussein Saad's heart surgery. After the fundraising success for Hussein's surgery, the team decided to continue, and registered Happy Brain Education as an Australian charity.

Our Mission

Happy Brain Education is a social movement of young people seeking to make the world a more equitable, just and benevolent place. We strive to achieve this through empowering young people to achieve their potential, fundraising for worthwhile causes and working on socially impactful projects.

At HBE, we believe that it is those who have experienced social disadvantage who have the deepest insight into the need to create change for future generations. Our mission is to empower those people through providing them with high quality academic support, mentoring and involving them in practical learning through social projects.

HBE seeks to work with other organisations in the same space and to collaborate with parents, schools, governments, businesses and other stakeholders to maximise the benefits to young people.

HBE seeks to work with other organisations to help rediscover the purpose of education and mould the education system to fit the needs of the 21st century.

Our Values

Happy Brain Education believes in the power of education to change the world's trajectory. Education will enable us to tap into the potential and power within every person and facilitate positive change in the world.

Excellence



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Happy Brain Education

We demand excellence of ourselves and others. We strive to provide the highest quality service possible, using the most modern and evidence-based educational methods with the most caring, invested mentors to facilitate and deliver them. We aim to ensure that our high quality resources are available to everyone around the world. We try to encourage the development of a growth mindset, and strong people who aspire to become the best possible version of themselves.

Self Knowledge and World Knowledge

We encourage individuals to be mindful of the values and experiences that drive them. We also try to cultivate an understanding of the history of the world and mankind in order to help individuals understand their place within the larger world, and to facilitate their leadership of positive change on that level.

Equality and Respect

Everyone's a superhero, and at Happy Brain Education, we aim to unravel each person's unique talents and encourage them to use them to contribute to their community and society. We aim to foster a culture of respect for diversity in all forms, using difference as a means of empowerment and unity than division.

Care & Compassion & Integrity

It is of utmost importance to us that our students possess the highest standards of ethical conduct, demonstrate integrity, and express care and compassion for themselves and others.

Leadership & Innovation

We aspire to see our students discover/unleash their potential and power to solve the world's big problems. We hope to support them through nurturing their creativity, innovation and ethical leadership. Our goal is to foster leaders who are role models for others and are confident to defend and uphold the values they believe in.

World Community

HBE endeavours to create a community of leaders around the world who will work together to create positive change and lead humanity to a better future.

Our Programs

Happy Brain Education currently has six programs:

- Active Learning – an independent tutoring program which runs homework clubs & private tutoring classes. AL supports students and parents around Melbourne, and provides a stream of income for HBE
- The Empower Program – tutoring & mentoring in Clayton & Broadmeadows
- The Access Program – free tutoring for students from refugee backgrounds
- The Impact Program – Involving young people in social projects to increase their own wellbeing & social participation
- The Learning Mentors Program – peer tutoring of students
- The Study Guides Portfolio – creating study guides to encourage sharing of knowledge & to create a sustainable stream of income for HBE

About Active Learning



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Active Learning was founded by Louis Razuki in 2013 with the purpose of helping kids with their homework. They run homework clubs & private tutoring for students.

Their value proposition is to take the stress out of the parent-child relationship in doing homework. Parents and children can experience a lot of conflict when trying to complete homework together. AL steps in to deliver the homework help and then update the parent. The parent remains fully involved in the homework, without the relationship strain.

All AL tutors are passionate about education being done right! They are as much mentors & older brothers / sisters, as they are tutors. They care about students achieving their full potential and having a great relationship with learning.

About the Role

You will be working as an academic tutor at Active Learning, which is a Start-Up program operating within the charity Happy Brain Education. Profits from Active Learning are used to support Happy Brain's work with youth.

Active Learning has a number of programs operating in schools around Melbourne. We conduct homework clubs, Latin programs and private tutoring. You may choose to be involved in either one or more of the programs listed.

Active Learning seeks to support students by supplementing school with tuition classes. We seek to support students in achieving their full potential, thrive in school, and enjoy their educational experience. We want all students to remember their school days fondly.

What makes AL unique is that we aim to remove the strain of homework from the parent-child relationship. We support students to complete their homework, and provide parents with feedback to ensure that they stay up to date with their child's academic progress.

Your role encompasses the following tasks:

- 1- Supporting students in homework club at their schools after school on weekdays. We aim for a ratio of 1 tutor to 5 students in the homework clubs.
- 2- Supporting students in completing their homework in the assigned time and encouraging good behaviour and respect & courtesy to other students
- 3- After the sessions are complete, you are required to write feedback about what the students achieved in classes & what their future goals should be for upcoming sessions. This feedback will be emailed to parents. This feedback is what is unique about AL. We ensure that the parents are still involved in their child's progress, but without the stress of doing homework together. Tutors are compensated for the time spent writing feedback.
- 4- Support students in acquiring positive study habits- time management, prioritisation, focus, goal-setting, note-taking and test strategies
- 5- Mentor students & display a high standard of professionalism and care for the students

You will work closely with Chloe, Nathan and (if applicable) your homework club manager to ensure that these aims are met.

You are welcome to be involved in the start-up side of Active Learning and to experience what it's like to run a business! If you're interested in the start-up side of AL, please let us know!

About you

You will be interacting with young people, who will look up to you for mentoring, support and care.

You will be required to demonstrate high standards of professionalism and respect in all your interactions with students, parents and fellow AL staff.



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Required for this role:

- 1- Ability to manage young people & control their attention and energy
- 2- Proficiency in the required academic fields
- 3- Working with children check
- 4- Highly developed communication skills, especially with young people
- 5- Reliable transportation
- 6- You should always provide feedback to students in a constructive, supportive, caring manner which builds their confidence and their growth-mindset.

You will be required to do a trial session before you commence with us at AL.

Direct reports

N/A

Occupational Health and Safety

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

It is expected that at all times, employees will:

- Be respectful towards HBE & AL, supervisors and other colleagues, young people engaged in HBE's activities and their families, and the general public
- Be aware of and work to the objectives of HBE
- Work collaboratively with all colleagues and external organisations engaged in HBE activities
- Act in a safe and responsible manner at all times

To Apply	<i>To apply, please submit your cover letter, CV and supporting documentation to zainab@happybrain.org.au</i>
For further information about the role	<i>For further information about the role, please email chloe@happybrain.org.au or nathan@happybrain.org.au</i>
Closing date for applications	<i>30/6/18</i>