



Program Convenor 2025 Job Description

Program Convenor (School Programs)

ROLE OVERVIEW

Reports to:	Strategic Partnership Manager/Program Delivery Coordinator
Department:	Service Delivery
Location:	Respective School Program Campus
KPIs	Improved Student Engagement Improved Student Confidence Improved Student Metacognitive Skills Improved Math and/or English Grades
Key Relationships	School Program APTs, School Contact, Program Delivery Coordinator
Position Type	Casual
Role Salary	Program Convenor Level 1 (Year 1): \$45 per hour + Super Program Convenor Level 2 (Year 2): \$47 per hour + Super Program Convenor Level 3 (Year 3+): \$50 per hour + Super

At A Team Tuition, you'll always feel the sense of being part of something extraordinary. Our core values of Integrity, Nurture, Service, Passion, Innovation, Resilience, and Empowerment are ingrained in every aspect of our operation, reflecting our commitment to fostering individual success. Our overarching vision is to provide our students the chance to succeed in school. This vision drives our enthusiasm and pride in delivering school programs rooted in our foundational principles of mindset, strategy, and support. Our partnerships with Australian schools highlight our shared commitment to a unified objective: to facilitate the success of as many students in school as possible. Through these programs, we are able to extend our impact far beyond our one-to-one programs.

THE POSITION

The role of Program Convenor (PC) exemplifies the pinnacle of leadership standards among all Academic Personal Trainers (APTs), while consistently embodying our core INSPIRE values. As a PC, you will serve as the vital link between the A Team Tuition and the day-to-day operations and leadership of your assigned School Program/s. This position presents an appealing opportunity for a highly skilled APT to further develop leadership abilities, expand professional networks, and gain teaching experience.

PCs will be engaged in various aspects of the programs they oversee, including supporting and training new APTs, managing relationships between the school, students, and team members on-site. They will also contribute to program performance analysis and review processes with each school. Serving as an PC represents the highest level of acknowledgement and achievement for any APT at A Team Tuition, as we believe individuals in this role not only set exemplary standards for their fellow APTs but also uphold the reputation of our brand through every interaction with schools, their staff members and students during the program.

KEY ACCOUNTABILITIES

- Leadership and support to both students and other APTs on their allocated school program/s.
- Coordinate effective management and communication of school staff members, students and APTs during all program sessions.
- Ensure that all APTs are proactively engaging and leading their students at all times in all sessions.
- Consistently provide feedback to the Strategic Partnership Manager, and adeptly implement new strategies and adjustments to continuously innovate and enhance the programs in alignment with their goals and objectives.
- Liaise with school staff to understand the needs of the students involved in the programs.
- Liaise with the key School contact and the Strategic Partnership Manager regarding any concerns, challenges or feedback that may arise during sessions.
- Ensure quality control of student progress reports by communicating with the team and assessing student progress submissions.
- Attendance and active involvement in all Program Convenor team meetings.
- Attendance and active involvement in all Semester Program Reviews.

CAREER EXPERIENCE, SKILLS & QUALIFICATIONS

- Experience in a leadership position.
- Excellent communication skills.
- Exceptional feedback and results as an Academic Personal Trainer.
- Excellent problem-solving skills and can think on their feet.
- High level of attention to detail.

APPLICATION PROCESS

APTs interested in the Program Convenor role should directly inform their Program Delivery Coordinator of their interest in the role.