

VCE Summer School 2022 Position Description

Residential Tutor

Applicants must be responsible, supportive team players with the capacity to respond effectively in high-pressure situations. We are seeking a dedicated, compassionate team, the selection of which will be based on extra-curricular involvement, academic achievement and interviews. Applicants who demonstrate a strong ability to communicate effectively and enthusiastically with students and fellow Residential Tutors will be more competitive in the application process.

Title	Residential Tutor
Number of positions	8
Main duties and responsibilities	<ul style="list-style-type: none">• Lead and mentor a group of 8-11 students on the Residential Program.• Supervise and care for the wellbeing of all students during the Residential Program.• Facilitate and accommodate common student issues on the Residential Program, such as home sickness and social anxieties.• Ensure the physical safety of those on the Residential Program at all times.• Organise daily activities with a group of students, including accompanying students to and from the main campus.• Assist in the planning of several Residential Activities, as well as ensure the smooth running of all aspects of the Residential Program.• Undertake all responsibilities in close cooperation with other Residential Tutors.• Attend Residential Team meetings prior to the beginning of the program.• Communicate concerns about student's progress or welfare to the Resi coordinator and/or Directors as appropriate.• Be present and available throughout the entirety of the Residential Program, including Residential Meetings each evening at the end of each day.• Communicate closely with the Welfare Team to optimise the enjoyment and safety of Residential Students.
Reporting to	Residential Coordinator Directors

Responsibilities Common to all Roles

- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Ensure that students follow the rules of the program.

- Assist in the event of an unforeseen emergency.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Follow sign-in procedure each day.
- Follow Program rules and procedures, including the UMSU *Acceptable Conduct, Child Safety* and *Volunteering Policies*; and the VCESS *Tutor Expectations, Social Media, Tutor Absence* and *Appropriate Relations and Conduct Policies*.
- Hold a current and valid Working With Children Check, sign the relevant indemnity form and agree with all terms and conditions stated therein by the commencement of the 2022 program

Residential Program Information

Introduction

- Summer School was established in 1971, and in 2022 is 51 years old.
- Part of the University of Melbourne Student Union and supported by the University of Melbourne.
- Aims to provide students from disadvantaged backgrounds a head start to their VCE years and to encourage them to consider tertiary education as an option.
- VCESS 2022 runs from **10th - 21st January**.
- Residential Program dates: **9th - 14th January**, resumes **16th to 21st January 2022**. Tutors will be required to stay at the college on either Friday 10th or Saturday 11th.
- The Residential Program is designed so that it does not clash with the Academic Program. You will therefore be teaching your class during the day, and running residential activities at night.

What is the Residential Program?

- The Residential Program is the boarding component of Summer School. It is an experience in itself for the students and commences at 4.15pm after the day program finishes.
- It allows students who live too far away from Parkville to participate in the Summer School program and also allows those interested in college life to get a taste of what it is like.
- The aim of the Residential Program is for the students to experience living independently at a university college in a fun, supportive and supervised environment.

Demographics

- You will be engaging with VCE students, the majority of whom are 16 or 17 years of age. Students who are 18 or over are still considered as minors for all Summer School related matters. Students on the Residential Program are from a rural or regional background, and the unique challenges these students may face on the program (ie. homesickness) must be actively considered by Residential Tutors at all times.

Time Commitments

- Tutors will be required to stay on campus at one of the University of Melbourne's Colleges for the duration of the Program.
- You are required to be available at all times throughout the Program, day and night.
- You and/or your team will be rostered onto specific tasks for the day – it is your responsibility to ensure that they are accomplished.
- The Residential Coordinator needs to know where you are at all times. If you are not participating in the Day Program, please ensure that you remain contactable should an emergency arise.
- Mental Health First Aid Training will be available to all residential tutors – please contact us to take advantage of this.
- The Residential Program requires planning and preparation prior to the program and you will therefore be required to attend meetings and training as determined by the Residential Coordinator/Directors. This includes but is not limited to a full preparation day Saturday 8th January.