

VCE Summer School 2022 Position Description

Tutor Support Officer Coordinator

Tutor Support Officer Coordinator/s

The TSO Coordinator/s will organise the TSO Team to provide teaching support to tutors on the program, and coordinate the delivery of training to tutors. Applicants should ideally have extensive tutoring or other teaching experience, as well as a proven ability to coordinate and manage teams.

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| Title | Tutor Support Officers Coordinator |
| Number of positions | 1-2 |
| Main duties and responsibilities | <ul style="list-style-type: none">• Coordinate the TSO team to offer advice and support to tutors regarding classroom teaching, including ideas for classroom activities, classroom management strategies, writing class plans, etc.• Manage the TSO team to ensure there is a TSO present in the TSO office for tutors to drop in and seek tutoring support during program hours• Help facilitate a growth mindset in the tutor cohort, by encouraging all tutors access services provided by TSOs, particularly tutors new to the program.• Coordinate the TSO to seek out and provide assistance to tutors during the program, and ensure accessibility of support• Schedule and coordinate the TSO team to observe classes and provide positive, constructive feedback to tutors.• Coordinate the TSO team to assist in the planning and running of tutor training activities, organising and running meetings beforehand in order to develop these activities.• Communicate effectively with directors.• Work effectively as a member of the TSO team, and create a positive environment in which the TSO team can work together effectively• Debrief about concerns with the TSO team and Directors with regard to tutors who might require extra support |
| Reporting | 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 Conduct and Relations 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.

Time Commitment

The Tutor Support Officer Coordinator/s should be available throughout Summer School to coordinate the TSO team, as well as acting to provide assistance to tutors as a TSO in their own right. In addition to this, Coordinator/s should be available for meetings before the program commences with Directors, as well as the TSO team to fulfil the responsibilities outlined above. The TSO team is expected to be represented on campus 9am – 5pm for the duration of the program, with at least one Coordinator present to conduct the end of day debrief. This role can be combined with that of Subject Coordinator.

You will be required to attend and assist with training in the lead up to the program. This includes Tutor Training Camp from 26/11-28/11, Tutor Training Day in November and a Tutor Training catch-up session in December. TSO training and a team meeting is scheduled to occur prior to training in October and Tutor Support Officer Coordinator/s are expected to assist with the preparation of these training sessions.