

## VCE Summer School 2023 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.

<b>Title</b>	Residential Tutor
<b>Number of positions</b>	8
<b>Desirable Attributes</b>	<ul style="list-style-type: none"><li>• Friendly, welcoming and enthusiastic</li><li>• Trustworthy and responsible</li><li>• Excellent communication and conflict resolution skills</li></ul>
<b>Skills Developed in this Role</b>	<ul style="list-style-type: none"><li>• Management of welfare situations, including crisis response, referrals, and confidentiality requirements</li><li>• Adaptability and time management</li><li>• Leadership and group coordination</li></ul>
<b>Main duties and responsibilities</b>	<p>Before the program:</p> <ul style="list-style-type: none"><li>• Engage in training run by the Coordinator before the program (about 5 hours over October to December).</li><li>• Meet with the Coordinator to plan program activities (about 5 hours over October to December).</li><li>• As necessary, attend a Mental Health First Aid training session and complete the qualification (about 10 hours across 2 days).</li><li>• Attend a preparation day (7 Jan) to finalise events and training.</li></ul> <p>During the program:</p> <ul style="list-style-type: none"><li>• Lead and mentor a group of 8-11 students on the Residential Program.</li><li>• Assist in the planning of several Residential Activities, as well as ensure the smooth running of all aspects of the Residential Program.<ul style="list-style-type: none"><li>◦ Organise daily activities with a group of students, including accompanying students to and from the main campus.</li><li>◦ Be present and available throughout the entirety of the Residential Program, including Residential Meetings each evening at the end of each day.</li></ul></li><li>• Supervise and care for the wellbeing of all students during the Residential Program.</li></ul>

	<ul style="list-style-type: none"> <li>o Respond to common student issues on the Residential Program, such as home sickness and social anxieties.</li> <li>o Ensure the physical safety of those on the Residential Program at all times.</li> <li>o Communicate closely with the Welfare Team to optimise the enjoyment and safety of Residential Students.</li> <li>o Communicate concerns about student's progress or welfare to the Resi coordinator and/or Directors as appropriate.</li> </ul> <ul style="list-style-type: none"> <li>• Work effectively and collaboratively in the Residential Team.</li> </ul>
<b>Reporting to</b>	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 Code of Conduct.
- 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 2023 program

### **Residential Program Information**

#### **Introduction**

- Summer School was established in 1971, and in 2023 is 52 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 2023 runs from **9th – 20th January**.
    - Residential Program dates: **8th - 20th January**, with most students and tutors going home during the middle weekend.. Tutors will be required to stay at the college on either Friday 14th or Saturday 16th.
    - 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 on Saturday 7th January.