

VCE Summer School 2023 Position Description

Subject Coordinator

This role will be more involved for larger subjects where there are more tutors including English, Mathematics and Sciences

Subject Coordinators are responsible for coordinating the delivery of a subject within the program. Subject Coordinators will be required to develop a subject booklet in their designated VCE study for use as teaching material by subject tutors and students over the course of the program. Successful applicants will also proactively support and consult with subject tutors on the design of the subject booklet, communicate with and coordinate tutors in their subject area, and contribute to teaching strategies and approaches before and during the program. Subject Coordinators will also be expected to act as a subject tutor in their designated study. Successful applicants will have a passion for their nominated study, developed organisational and time-management skills and a drive to improve processes and content. More competitive applicants will possess prior experience or knowledge with or of their VCE study and a demonstrated ability to actively and collaboratively consult on key outcomes.

Title	Subject Coordinator
Number of positions	1 per subject
Desirable Attributes	<ul style="list-style-type: none">• Knowledge of VCE structure and jargon• Thorough metaknowledge of relevant subject curriculum/curricula• Organisation and reliability
Skills Developed in this Role	<ul style="list-style-type: none">• Communication and collaboration skills• Accessibility strategies for written material• Academic resource development
Main duties and responsibilities	<p>Before the program:</p> <ul style="list-style-type: none">• Engage in training run by the Directors before the program (about 3 hours in September).• Produce a subject booklet with activities, content and exam tips for all students completing the subject by 28 October (about 5-15 hours).<ul style="list-style-type: none">◦ Maintain accessibility standards per the guidelines provided by the Directors.◦ Previous booklets and recent feedback are provided to assist with resource development.◦ Engage with support provided by the TSO team.• Proactively communicate with subject tutors to discuss teaching strategies, activities and resource development (about 5 hours).<ul style="list-style-type: none">◦ Attend Tutor Refresher Day (5 Jan) to meet with subject tutors and collaborate on lesson planning.

	<ul style="list-style-type: none"> o Provide an example lesson plan to tutors of the relevant subject, with guidance from the TSO team as needed. <p>During the program:</p> <ul style="list-style-type: none"> • Communicate with subject tutors and the TSO team to ensure tutors of the relevant subject are supported. • Promptly update and correct digital copies of the subject booklet, and provide the most updated copy to the TSOs and Directors. • As directed by the Directors and Operations team, assisting with identifying tutors to fill absences where required. • Collect resources created by tutors in the relevant subject area and preserve these for use in further programs. <p>Special Requirements:</p> <ul style="list-style-type: none"> • English 3/4 Coordinator is required to deliver three seminars for all students on the program. • Art 3/4 Coordinator may be required to draw an animal mascot for the program with guidance from the Directors.
Reporting to	Tutor Support Officers 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.

Time Commitment

Subject Coordinators are expected to produce a subject booklet by 28 October, with extensions of up to one month available by discussion with the Director team. The time commitment will vary based on the previous booklet and updates to the curriculum since the previous program, but is estimated at 5-15 hours depending on the subject. Subject Coordinators may consult with appointed subject tutors when drafting the booklet and should also prepare an example lesson plan for subject tutors before the program.

In addition, this team will need to attend Tutor Refresher Day on 5 January. On Tutor Refresher Day and during the program, Subject Coordinators are required to proactively make themselves available to assist tutors in their subject.