**VCE Summer School 2023 Position Description**

*Subject Tutor*

VCE Summer School (VCESS) Subject Tutors are responsible for delivering subject content to students during the program. Successful applicants will plan and deliver six one-hour classes for their designated VCE subjects. Tutors will also be expected to provide one-on-one tutoring to students during the program, and must support program-wide teaching objectives by attending and participating in at least one Guided Private Study Session during the program. Successful applicants will be responsible, enthusiastic about sharing their knowledge and have completed at least six months of tertiary education by the commencement of the 2023 program. All VCESS volunteers must act as a subject tutor.

| **Title** | Subject Tutor |
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| **Desirable Attributes** | * Knowledge and skills for subject area of interest * Communication, organisation and reliability |
| **Skills Developed in this Role** | * Presentation, content delivery and collaboration skills * Adaptability and time management |
| **Main duties and responsibilities** | Before the program:   * Engage in training run by the Directors and TSO team before the program (about 10 hours over in December). * Prepare six one-hour lessons in your subject over the two-week program. * Read communications from the Subject Coordinator.   + Interested tutors can aid booklet development by providing feedback and content, as appropriate. * Inform the Directors as soon as practicable of any non-availability during the program.     During the program:   * Teach six one-hour lessons in your subject over the two-week program. Additionally, during the program:   + provide one-on-one tutoring for students   + attend at least one Guided Private Study session * Act as the first point of contact for students in your classes having difficulty with their subject material. * Engage with teaching support services and observation feedback from the Tutor Support Officers. * Communicate problems and issues in a timely manner to the Directors or the relevant team.   + Inform the Directors as soon as possible of any non-availability as per the VCESS Absence Protocol. |
| **Reporting to** | Subject 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.

**Time Commitment**

Subject Tutors are required to teach all six of their one hour classes. The location is subject to whether the program is virtual or in-person for the tutor. You must also be available to provide one-on-one tutoring to students during the program. All tutors must also attend and participate in at least one Guided Private Study Session during the program.

Training will be provided in early December.