

VCE Summer School 2023 Position Description

Tutor Support Officer Coordinator

The Tutor Support Officer 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. Stronger applicants will have experience managing a team or an excellent understanding of the requirements of VCESS.

Title	Tutor Support Officer Coordinator
Number of positions	1-2
Desirable Attributes	<ul style="list-style-type: none">• Strong communication skills• Understanding of VCESS-appropriate teaching and how to support tutors with their teaching• Approachability and interpersonal skills
Skills Developed in this Role	<ul style="list-style-type: none">• Planning and delivering training programs + ongoing training systems• Volunteer and project management• Organisation, time management and problem solving
Main duties and responsibilities	<p>In addition to the responsibilities of the TSO Team role, the TSO Coordinator is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none">• Engage in training run by the Directors before the program (about 3 hours over October to December).• Plan and manage tutor support systems and training activities, delegating tasks and rostering the TSO team to meet commitments to these activities.<ul style="list-style-type: none">• Ongoing Subject Booklet support for Subject Coordinators (about 3-5 hours).• Subject Coordinator and Tutor Training activities, organising and running meetings beforehand to prepare these activities and assist the TSO team as required (about 7-10 hours).• TSO Office Duty for tutors to seek support during Tutor Refresher Day (5 Jan).• Plan and deliver training for the TSO team regarding on-program responsibilities in January (about 25 minutes):<ul style="list-style-type: none">• Class visits• Meetings with tutors and providing positive and constructive feedback

	<ul style="list-style-type: none"> • Debriefs about concerns with regard to tutors who might require extra support • Meet with the Directors to share plans and progress (at least 5 hours between October and January). <p>During the program:</p> <ul style="list-style-type: none"> • Roster the TSO team to observe classes and be present in the TSO Office for tutors to seek teaching support. • Advise the TSO team to meet with tutors and provide positive and constructive feedback. • Liaise with Directors and other teams as appropriate to organise TSO team logistics and tutor support. <p>After the program</p> <ul style="list-style-type: none"> • Attend a debrief meeting organised by the Directors to share reflections on the program and Events team (1 hour).
Reporting to	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

The Tutor Support Officer Coordinator/s should be available throughout the program 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 Subject Coordinator Training in September, Tutor Training Camp in early December, 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. 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.