

## VCE Summer School 2023 Position Description

### *Tutor Support Officer*

Tutor Support Officers provide teaching support to tutors on the program and assist in providing training to tutors. Applicants should ideally have extensive tutoring or other teaching experience, which may or may not include previous experience at VCESS.

<b>Title</b>	Tutor Support Officers (TSOs)
<b>Number of positions</b>	12-14
<b>Desirable Attributes</b>	<ul style="list-style-type: none"><li>• Communication skills</li><li>• Understanding of teaching</li><li>• Approachability and interpersonal skills</li></ul>
<b>Skills Developed in this Role</b>	<ul style="list-style-type: none"><li>• Planning and delivering training programs + ongoing training systems</li><li>• Organisation, adaptability and time management</li><li>• Collaboration and interpersonal skills</li></ul>
<b>Main duties and responsibilities</b>	<p>Before the program:</p> <ul style="list-style-type: none"><li>• Assist with Subject Coordinator training (mid September) and booklet development (September to October).<ul style="list-style-type: none"><li>◦ Facilitate discussion and break out activities at Subject Coordinator training, and attend a meeting beforehand to prepare (about 2 hours total).</li><li>◦ Provide ongoing Subject Booklet support to Subject Coordinators as organised by TSO Coordinators (about 3-5 hours total).</li></ul></li><li>• Assist in planning and facilitating Tutor Training activities, attending meetings beforehand to prepare these activities (about 10-15 hours).</li><li>• Be present in the TSO Office as a drop-in space for tutors to seek support at Tutor Refresher Day (5 Jan).</li><li>• Work effectively within the TSO team.<ul style="list-style-type: none"><li>◦ Attend commitments as organised by TSO Coordinators to fulfil TSO duties.</li><li>◦ Communicate in a timely manner with the TSO team, TSO Coordinators and Directors.</li><li>◦ Engage in training run by the TSO Coordinators before the program (about 30 minutes in January).</li></ul></li></ul> <p>During the program:</p> <ul style="list-style-type: none"><li>• Be approachable and encourage tutors to access all TSO services, particularly tutors new to the program.</li><li>• Be present in the TSO Office as a drop-in space for tutors to seek support as rostered by the TSO Coordinators.</li></ul>

	<ul style="list-style-type: none"> <li>• Observe classes and meet with tutors to provide positive and constructive feedback.</li> <li>• Debrief about concerns with the TSO team and Directors with regard to tutors who might require extra support.</li> <li>• Work effectively within the TSO team as described above.</li> </ul>
<b>Reporting to</b>	TSO Coordinators 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**

Tutor Support Officers should be available throughout the program to provide assistance to tutors, and available for meetings before the program commences to fulfil the responsibilities outlined above. The TSO team is expected to be represented on campus 9am – 5pm for the duration of the program.

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.