

VCE Summer School 2024 Role Description

Volunteer Tutor Support Officer

The Tutor Support Officer (TSO) Team are responsible for delivering teaching, classroom management and academic resource development strategies for tutors through training workshops and personalised support. They engage proactively, collaboratively and respectfully with tutors to offer teaching support and facilitate professional development.

Tutor Support Officers often hold previous tutoring or teaching experience, but this is not necessary and interest in teaching or passion for and strong background knowledge in their subjects are suitable. This role requires the ability to generate creative and effective content delivery strategies or activities, and promote inclusive and accessible teaching practices.

This role must be held alongside the Subject Tutor role, as described in the Volunteer Subject Tutor Role Description.

Title	Volunteer Tutor Support Officer
Number of positions	12-14
Desirable Attributes	<ul style="list-style-type: none"> • Approachability, communication and collaboration skills • Enthusiasm for supporting other people and their growth • Knowledge of subject curricula or teaching practices
Skills Developed in this Role	<ul style="list-style-type: none"> • Planning and delivery of training programs and systems • Leadership and mentoring skills and experience • Interpersonal, time management and teaching skills
Main duties and responsibilities	<p>Before the program:</p> <ul style="list-style-type: none"> • Assist with Subject Coordinator training (mid September) and booklet development (September to October). <ul style="list-style-type: none"> o Facilitate discussion and activities at Subject Coordinator training, attending a meeting beforehand to prepare (about 2 hours total). o Provide ongoing Subject Booklet support to Subject Coordinators as organised by TSO Coordinators. • Assist in planning and facilitating Tutor Training activities, attending meetings beforehand to prepare these activities (about 10-15 hours). • Be present in the TSO Office as a drop-in space for tutors to seek support at Tutor Refresher Day (5 January). • Work effectively within the TSO team. <ul style="list-style-type: none"> o Attend commitments as organised by TSO Coordinators to fulfil TSO duties. o Communicate in a timely manner with the TSO team, TSO Coordinators and Directors.

	<ul style="list-style-type: none"> o Engage in training run by the TSO Coordinators before the program (about 30 minutes in January). <p>During the program:</p> <ul style="list-style-type: none"> • Be approachable and encourage tutors to access all TSO services, particularly tutors new to the program. • Be present in the TSO Office as a drop-in space for tutors to seek support as rostered by the TSO Coordinators. • Observe classes and meet with tutors to provide positive and constructive feedback. • Raise concerns with the TSO Team, Welfare Team and Directors for tutors who may require extra support. • Work effectively within the TSO team as listed above
Reporting to	Directors TSO Coordinators

Time Commitment

Before the program, the Tutor Support Officer Team will be required to attend TSO training and planning sessions. The team is also required to assist with training workshops leading 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. The estimated time commitment for these responsibilities is 25 hours.

During the program, the TSO Office will need to operate during program hours from 9:00am to 5:00pm each day. The TSO team will also undertake classroom observations during blocks of the program timetable allocated to classes as rostered by the TSO Coordinators, and meet with tutors for appointments on request from the TSO or tutor. The estimated time commitment for these responsibilities is 30 hours.

Volunteering in this role addresses educational disadvantage and empowers University students by building interpersonal and professional skills. The VCESS program develops volunteer confidence and expertise, fosters positive and constructive partnerships, and increases UMSU visibility and recognition, which contributes to UMSU's Strategic Goals.

Benefits Common to all Roles

- Opportunity to support younger students experiencing educational disadvantage.
- Training in teaching strategies, inclusion and child safety.
- Development of communication, collaboration and time management skills.
- Access to VCESS social activities, before and during program.
- Experience working with diverse people and new connections with participants.

Responsibilities Common to all Roles

All volunteers fulfil the responsibilities of a VCESS Subject Tutor alongside any other roles, as per the Volunteer Subject Tutor Role Description. Additionally, they must:

Engage positively and appropriately with students, including:

- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- 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 program.

Prepare adequately for program commitments, including:

- Complete any required training for your roles, including compulsory tutor training in December, or organise an alternative with Program Directors.
- Notify the Program Directors of any changes to your availability to volunteer.
- Notify the Program Directors of any changes to personal circumstances which may impact your ability to perform the role safely.

Follow program rules and procedures, including:

- The UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Code of Conduct.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.