

VCE Summer School 2024 Role Description

Volunteer Subject Tutor

Subject Tutors provide academic support to high school students attending the program over two weeks in January. Successful applicants will plan and deliver six one-hour classes for their designated VCE subjects. Tutors must also commit at least one hour to provide one-on-one tutoring to students or participate 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 program. All VCESS volunteers must hold the Subject Tutor role.

Title	Volunteer Subject Tutor
Desirable Attributes	<ul style="list-style-type: none"> • Knowledge and skills for subject area of interest • Communication, organisation and reliability
Skills Developed in this Role	<ul style="list-style-type: none"> • Presentation, content delivery and collaboration skills • Adaptability and time management
Main duties and responsibilities	<p>Before the program:</p> <ul style="list-style-type: none"> • Engage in training run by the Directors and TSO team before the program (about 10 hours in December). • Prepare six one-hour lessons in your subject over the two-week program. Tutors may be required to submit a lesson plan for review before the program. • Read communications from the Subject Coordinator. <ul style="list-style-type: none"> ◦ 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. <p>During the program:</p> <ul style="list-style-type: none"> • Teach six one-hour lessons in your subject over the two-week program. Additionally, during the program: <ul style="list-style-type: none"> ◦ 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 issues and non-availability in a timely manner to the Directors or the relevant team.
Reporting to	Directors

Time Commitment

Subject Tutors are required to teach all six of their one hour classes, with any absences discussed with the Directors as soon as possible. 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.

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.