**Summer School 2017 Position Description**

*Tutor Support Officer*

Tutor Support Officers are experienced tutors who are willing to be a point of contact for tutors and subject coordinators on teaching strategies, classroom management advice and general tutoring assistance. Applicants should be experienced tutors, approachable, discreet and responsible.

<table>
<thead>
<tr>
<th>Title</th>
<th>TSOs</th>
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<tbody>
<tr>
<td>Number of positions</td>
<td>6</td>
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**Main duties and responsibilities**

- Provide assistance to tutors during spare periods where requested.
- Work cooperatively with other TSOs and attend TSO Meetings as scheduled.
- Organise and run 2 – 3 meetings for tutors during VCESS after classes finish, discussing teaching strategies as required.
- Be a point of contact for all tutors enquiring about teaching strategies and a limited amount of course material.
- Communicate effectively and discreetly with directors regarding tutor teaching concerns.

| Reporting | Directors. |

**Responsibilities Common to all Roles**

- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to the group of students assigned to you.
- Follow Program rules and procedures, including the Harassment and Bullying Policy.
- Ensure that students follow the rules of the program.
- Help out in the event of an unforeseen emergency.
- Communicate concerns about students’ progress or welfare to the Resi coordinator and/or directors as appropriate.
- To have applied for and received the Working With Children Check by Summer School 2017, and signed the indemnity form indicating agreement with all terms and conditions stated.

**Time Commitment**

Teaching Support Officers should be available throughout Summer School to provide assistance to tutors. This role can be combined with that of Subject Coordinator. Attendance at Tutor Camp (2nd-4th of December) is compulsory. The TSOs are expected to be represented on campus 9am - 5pm for the duration of the program.