

VCE Summer School 2021 Position Description

Subject Coordinator

This role will be more involved for larger subjects where there are more tutors including English, Mathematics and Sciences

VCE Summer School (VCESS) Subject Coordinators are responsible for coordinating the delivery of a subject within the program. Subject Coordinators will be required to develop a subject booklet in their designated VCE study for use as teaching material by subject tutors and students over the course of the program. Successful applicants will also proactively support and consult with subject tutors on the design of the subject booklet, communicate with and coordinate tutors in their subject area, and contribute to teaching strategies and approaches before and during the program. Subject Coordinators will also be expected to act as a subject tutor in their designated study. Successful applicants will have a passion for their nominated study, developed organisational and time-management skills and a drive to improve processes and content. More competitive applicants will possess prior experience or knowledge with or of their VCE study and a demonstrated ability to actively and collaboratively consult on key outcomes.

Title	Subject Coordinator
Number of positions	1 or 2 per subject
Main duties and responsibilities	<ul style="list-style-type: none"> • Produce a Resource Book of activities, content and exam tips for all students completing the subject by the end of October <ul style="list-style-type: none"> ○ You will be provided with the 2021 booklet to help you out ○ You will be required to consider feedback from 2021 and from current subject tutors in drafting the booklet • Work with Tutor Support Officers to ensure that tutors of your subject are supported • Actively and proactively meet with all tutors of your subject to evaluate and discuss strategies for teaching your subjects, activities and content. <ul style="list-style-type: none"> ○ You will be required to meet with tutors before and during the program ○ You will be required to facilitate tutors meeting with each other either in-person or virtually before the program • Coordinate subject area during program, including organisation of team tutors and assisting with identifying tutors to fill absences where required <p>This role is in addition to your equally important duties and responsibilities as a subject tutor, which as summarised from the subject tutor position description are to:</p> <ul style="list-style-type: none"> • Teach 6 one-hour classes in your subject over the two-week program • Provide one-on-one tutoring for students during the two-week program

	<ul style="list-style-type: none"> Attend at least 1 Guided Private Study Session during the two-week program
Reporting to	Directors and Tutor Support Officers
Direct reports	Subject tutors

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 Expectations, Social Media, Tutor Absence and Appropriate Conduct and Relations Policies.
- 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 2020 program.

Time Commitment

Subject Coordinators are required to be on campus to teach all six of their one hour classes, and to actively and proactively make themselves available to assist tutors in their subject. We also expect all coordinators and tutors to make themselves available for one-on-one tutoring with their students outside of their classes. All tutors, including Subject Coordinators, must attend and participate in at least one Guided Private Study Session.

Subject Coordinators are expected to produce a subject booklet by the due date (end of October), which, depending on the subject and number of coordinators allocated, will be between 5-15 hours of work. Subject Coordinators are also expected to consult with appointed subject tutors in drafting the booklet.

You will be required to attend a Subject Coordinator Facilitator Day in September as training for this role. You will also be required to complete tutor training as required by VCESS prior to the program.