

## VCE Summer School 2021 Position Description

### *Subject Tutor*

VCE Summer School (VCESS) Subject Tutors are responsible for delivering subject content to students during the program. Successful applicants will plan and deliver six one-hour classes in their designated VCE study. Tutors will also be expected to provide one-on-one tutoring to students during the program, and must support program-wide teaching objectives by attending and participating 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 one year of tertiary education by the commencement of the 2021 Program. All VCESS volunteers must act as a subject tutor.

<b>Title</b>	Subject Tutor
<b>Number of positions</b>	All volunteers
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Prepare and teach six one-hour classes in your subject over the two-week program.</li><li>• Provide one-on-one tutoring for students during the two-week program.</li><li>• Support program-wide teaching objectives by attending at least 1 Guided Private Study Session during the two-week program.</li><li>• Be committed to growth as an educator by attending training sessions as required and accessing teaching support services, including Tutor Support Officers, before and during the program.</li><li>• Be a responsible member of the VCESS program by communicating problems and issues in a timely manner to the Directors or the relevant team.</li><li>• Contribute to subject development by providing subject booklet feedback and content to the Subject Coordinator, as appropriate.</li><li>• Be the first point of contact for students in your classes having difficulty with their subject material.</li></ul>
<b>Reporting to</b>	<b>Subject Coordinator Directors, VCESS</b>

### **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 Relations and Conduct 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 2021 program

### **Time Commitment**

Subject Tutors are required to be on campus to teach all six of their one hour classes. 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.

Training will be provided in late November