

VCE Summer School 2021 Position Description

Tutor Support Officer

Tutor Support Officers provide teaching support to tutors on the program and assist in providing training to tutors. Applicants should ideally have extensive tutoring or other teaching experience.

Title	Tutor Support Officers (TSOs)
Number of positions	10-12
Main duties and responsibilities	<ul style="list-style-type: none"> • Offer advice and support to tutors regarding classroom teaching, including ideas for classroom activities, classroom management strategies, writing class plans, etc. • Be present in the TSO office as a drop in space for tutors to seek support • Help facilitate a growth mindset in the tutor cohort, by encouraging all tutors access services provided by TSOs, particularly tutors new to the program. • Actively seek out and provide assistance to tutors during the program, and ensure accessibility of support • Sit in on classes and provide positive, constructive feedback to tutors. • Assist in the planning and running of tutor training activities, attending meetings beforehand in order to develop these activities. • Communicate effectively with directors. • Work effectively as a member of the TSO team. • Debrief about concerns with the TSO team and Directors with regard to tutors who might require extra support
Reporting	TSO Coordinators Directors

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 2021 program.

Time Commitment

Teaching Support Officers should be available throughout Summer School to provide assistance to tutors, and available for meetings before the program commences to fulfil the responsibilities outlined above. The TSO team is expected to be represented on campus 9am – 5pm for the duration of the program. This role can be combined with that of Subject Coordinator.

You will be required to attend and assist with training in the lead up to the program. With these dates subject to change, but scheduled to occur in the weeks of:

- 12th of October
- 26th of October
- 14th of December