



## Volunteer with VCE Summer Tutoring

VCE Summer Tutoring is a non-profit organisation organising a two-week program in January 2025, designed to support high school students from disadvantaged backgrounds to prepare for their VCE years. The program is facilitated by volunteer university students and attended by senior high school students aged 16-18 years. Day program activities are intended to take place in the Melbourne metropolitan area, with venues to be confirmed.

This role must be held alongside the Volunteer Academic Tutor role.

Role Title	Volunteer Teaching Support Officer
Purpose	Optimise teaching quality and facilitate skill development by providing training and feedback to Volunteer Academic Tutors, contributing to a fulfilling classroom learning experience for students commencing their VCE studies.
Time Commitment	Minimum of 40 hours between 1 December, 2024 and 31 January, 2025, including: <ul style="list-style-type: none"><li>• 4 hours during Specialist Role Coordinator Training in September and November</li><li>• 10-15 hours training and organising the Specialist Role team prior to programs</li><li>• 3 hours on Tutor Refresher Day 4 January, 2025.</li><li>• 15-20 hours during the program 6-17 January, 2025.</li></ul>
Location	The 2025 program is planned to take place in the Melbourne metropolitan area, with venues to be confirmed.  Some planning and training may occur online.
Key Responsibilities	Volunteers are required to follow all relevant policies, including engaging appropriately with students, preparing adequately for program commitments, and following program rules and procedures.  Before the program: <ul style="list-style-type: none"><li>• Attend meetings to prepare program activities and communicate in a timely manner with team members</li><li>• Assist Subject Coordinators in growing their curriculum leadership skills and developing academic resources</li><li>• Facilitate teaching support systems, activities and a drop-in space for tutors to access on tutor preparation day</li><li>• Engage in pre-program training in role responsibilities delivered by the Team Coordinator</li></ul>



	<p>During the program:</p> <ul style="list-style-type: none"> <li>• Conduct class observations and constructively collaborate with tutors by providing friendly teaching feedback</li> <li>• Participate in team meetings to devise strategies for implementing useful teaching methods</li> <li>• Coordinate support for tutors who may require extra assistance with the Welfare Team and Program Managers</li> <li>• Attend rostered duties and communicate proactively with Team Coordinators about availability to undertake them</li> <li>• Exchange findings and insights about observed lessons with other TSOs in team meetings</li> </ul>
Training	<p>Teaching Support Officers are required to undertake training in performing the key responsibilities of the role prior to the commencement of the program.</p> <p>Ongoing support will be available throughout the program.</p>
Key Benefits	<ul style="list-style-type: none"> <li>• Coordination of training programs, support systems and skill development initiatives</li> <li>• Leadership and mentoring skills and experience</li> <li>• Interpersonal, time management and content delivery skills</li> </ul>
Eligibility and Selection Criteria	<p>Volunteers are required to hold a valid Working with Children Check (WWCC) and have completed six months of tertiary study, or have previous experience with the program, before commencing their roles. This role must be held alongside the Volunteer Academic Tutor role.</p> <p>As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria.</p> <p>Other desirable attributes:</p> <ul style="list-style-type: none"> <li>• Knowledge in teaching techniques and VCE subjects</li> <li>• Polite, professional and enthusiastic communication style</li> <li>• Ability to work efficiently and reliably in a team environment</li> <li>• Ability to remain organised and manage concurrent tasks</li> </ul>
Supervisor	<p>Program Managers Teaching Support Officer Coordinators</p>
Inclusion and Safety	<p><b>Commitment to Child Safety:</b> We are committed to providing a child safe and child friendly environment, where children and young people with whom we have contact are safe and feel safe, and are able to actively participate in decisions that affect their lives.</p> <p>The Child Safety and Wellbeing Policy and Tutor Code of Conduct</p>



	<p>applies to all volunteers engaged by the VCE Summer Tutoring.</p> <p>Our Child Safety and Wellbeing Policy and relevant documents are available on our website: <a href="https://vcesummertutoring.au/">https://vcesummertutoring.au/</a>.</p>
Review Dates	<p>Effective 26 August, 2024.</p> <p>Review due 1 December, 2025.</p>