

EXPRESSION OF INTEREST

Tutoring Australian Indigenous Students across all faculties of the University of Newcastle Aboriginal and Non Aboriginal Tutors are encouraged to apply.

The Wollotuka Institute at the University of Newcastle is specially funded by the department of Education, employment and workplace Relations (DEEWR) to manage the Indigenous Tutorial Assistance Scheme (ITAS) that is designed to provide individual and group tutorial support and increase outcomes for indigenous students studying at University.

Wollotuka need highly motivated, successful academics with sound culturally appropriate teaching to assist through tutoring, to develop students to maximize their educational outcomes and become independent life-long learners. Indigenous enrolments are across all faculties so tutors are required in all disciplines.

Pay rate: individual \$40.78 group: 45.78 per hour, maximum 8 hours per week.

If you feel you have the required aptitude, skills and knowledge and you can make a difference, and then please submit an expression of interest so we can consider your placement on our list of paid tutoring staff.

ESSENTIAL REQUIREMENTS:

- Have outstanding academic results at 3rd year undergraduate or higher levels.
- Have a sound capacity for communication in a positive teaching environment.
- Have a capacity to work positively and productively with Indigenous students toward their independent life-long learning

YOUR APPLICATION SHOULD INCLUDE:

Academic Transcripts Completed Tutor Registration Form

NOTE: You will need to provide your Birth Certificate and Drivers Licence or Passport if employed by the University

RETURN ALL COMPLETED FORMS TO THE ITAS COORDINATOR VIA

EMAIL: itas@newcastle.edu.au

FAX: 02 4921 2050 **Phone:** 02 4921 7106

DROPPING IN TO THE OFFICE AT BIRABAHN OR PUTTING IN TO MAIL BOX DOWN STAIRS AT BIRABAHN

ITAS TUTOR DUTY STATEMENT

Goals of Tutoring

- I will provide tuition which will increase the knowledge and skills of my student/s;
- I will teach them to be self-directed, independent lifelong learners;
- I will provide tutoring that does not make the student dependent on me;
- I will always ensure that the student does their own readings, typing and research.

Administration

- I will submit fortnightly Timesheets and register hours on HR Online fortnightly;
- I will provide all written reports and procedural forms in the timeframe specified by the ITAS Co-ordinator;
- I will carry out all my administrative responsibilities to do with the management of the ITAS Tuition Program;
- I will accurately claim my tutoring dates (ensuring I have a record of the dates) and the blue timesheet will be returned to the ITAS Co-ordinator before the deadline in order for my hours can be approved online;
- I will keep in regular contact with the ITAS Coordinator.
- I will advise the ITAS Coordinator of any change of details (ie change of telephone, email or address),
- I will inform the ITAS Coordinator concerning the students' progress and of any non-attendance for tutoring or lectures, and any student enrolment changes that I may become aware of.

Preparation

- I will do 1 hour preparation prior to a 2 hour tutoring session with the student;
- I will not tutor students who do not attend lectures or tutorials;
- I will turn my mobile phone off during tutoring sessions.

Tutoring

- I will inform ITAS Coordinator after 2 NO SHOWS by the student, for 1 subject only;
 - I will claim for 1 hour only for any NO SHOWS by the student, for 1 subject only;
 - I will not tutor after students' last lecture at the end of semester;
 - I will negotiate with my student/s appropriate tutorial times and mutually convenient and safe location for ITAS tutoring;
 - I will maintain student confidentiality;
 - I will together with the student, liaise with lecturing staff on matters pertinent to effective tutorial support of my student...
- I will give the student 24 hours' notice if not attending a tutorial session

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