

The Wollotuka Institute Indigenous Tutorial Program

Tutor Roles & Responsibilities

Wollotuka's Indigenous Tutorial Program (ITP) is an academic support program available to Aboriginal and/or Torres Strait Islander students enrolled at the University of Newcastle. The program provides Aboriginal and/or Torres Strait Islander students with the opportunity to build resilience and become independent learners.

ELIGIBILITY

ITP tutors *must* have appropriate levels of tertiary grades and experience or suitable industry experience to deliver tutoring specific to the needs of the students, such as:

- Experience in communicating effectively with Aboriginal and Torres Strait Islander peoples and work with Aboriginal and/or Torres Strait Islander peoples to deliver quality higher education support;
- Experience teaching/studying in a university environment;
- Demonstrated experience with computer, administrative and record keeping skills, including familiarity with Blackboard, research portals etc. ;
- Demonstrated effective interpersonal skills with a proven capacity to communicate effectively and work collaboratively in a team;
- Demonstrated ability to maintain high levels of professionalism and maintain confidentiality;
- The tutor is not undertaking a *unit of study* at the same level the student is also undertaking;
- University students are eligible to submit an application to tutor under the ITP tutorial program;
- Proof of sound academic progress (transcripts);
- Tutors must not be an immediate family member or defacto partner.

APPLYING

To apply as a tutor under the ITP tutorial program, you are required to complete the online application form, Indigenous Tutorial Program (Tutor Application) and provide any supporting documentation *via the link below*:

<https://www.newcastle.edu.au/about-uon/our-university/indigenous-collaboration/the-wollotuka-institute/tutor-success-program-application>

Once your application is processed, potential tutors will be placed in the talent pool, please be aware that acceptance on the EOI list does **NOT** automatically guarantee alignment. Student alignment will depend on the number of student applications received, the tutor's area of expertise and suitability to the student.

Employment in the ITP tutorial program is on a casual and semester by semester basis and is dependent on student needs. Tutors should note that students receiving support may cease assistance with a particular tutor if arrangements are considered unsatisfactory or the student no longer requires assistance. Where possible we will endeavour to allocate tutors to other students, however this may not always be a possibility.

RESPONSIBILITIES OF THE TUTOR

It is the responsibility of the Tutor to contribute to the program reporting requirements and returning all documentation as required that support the development of the program and student progression through:

- a. Ensuring the Offer of Employment is signed and returned to the University of Newcastle's Human Resources Department or the Student Advancement Administration Officer;
- b. Adhere to University policy and Code of Conduct.
- c. Complete a monthly progress report and submit it ISSP@newcastle.edu.au (*sample will be provided in on boarding pack*);
- d. If the student is a "**no show**" for three (3) scheduled tutorial sessions, please advise a member of the Student Advancement Team as the student's ITP tutorial support will be under review.
- e. Should the ITP tutor become aware of any non-attendance of the student to lectures and tutorials, or a student's enrolment changes, report to a member of the Student Advancement Team;
- f. Students who require extra tutorial assistance must request this in writing (email) to Sherri.Russell@newcastle.edu.au or Tahleigha.Compton@newcastle.edu.au Extra assistance includes mid semester breaks, extra weekly support and during the exam/assessment periods;

- g. If the tutor is unable to attend a scheduled tutorial session they will provide at least 24 hours' notice to the student and reschedule the session.
- h. Tutors must focus on strengthening the student's academic skills, understanding course content, researching skills, developing assessments, time management and examination preparation.

ALLOCATION OF TUTORING HOURS

- a. Eligible students will be allocated two (2) hours per subject per week for tutoring assistance.
- b. You must not tutor the student for any more hours than they are entitled to as you will only be paid for the students allocated hours. The only time the hours will increase is if the student requests extra assistance and it is approved by the Student Advancement Manager.
- c. The student may not need to use all of their allocated hours, and it is up to the student to decide whether they would like to access all allocated hours or not. **PLEASE NOTE: if all hours are not used during the week they will be forfeited and not carried over to use in the coming weeks.**
- d. Tutors are aligned to students by the Student Advancement Administration team, who will provide the contact details of the student. Tutors will be required to make contact with the students to arrange their schedules. If a tutor fails to contact a student another tutor will be aligned. Tutors must confirm arrangement/schedules with Sherri.Russell@newcastle.edu.au or Tahleigha.Compton@newcastle.edu.au
- e. Wollotuka reserves the right to realign or terminate tutors based on unsatisfactory performance or misconduct by either the tutor or student.
- f. Wollotuka will endeavour to assign a nominated tutor to their previous student.
- g. Tutors are **NOT** permitted to complete students work on their behalf.

HR ONLINE AND TIMESHEETS

- a. The tutor is required to submit the hours of tutorial support provided fortnightly through the HR Online system. **PLEASE NOTE: Hours worked should not be saved for bulk claiming at a later date.** We have further instructions for submitting timesheets, please see attached.

- b. The HR Online cut off dates for 2019 timesheets can be found via the link below:

https://www.newcastle.edu.au/_data/assets/pdf_file/0020/431192/HRonline-Cut-Off-Dates-2019.pdf

- c. Please ensure you have followed all instructions for submitting your timesheets, if you are experiencing any issues or need any further assistance please contact Anne Tigani (4921 5262) Anne.Tigani@newcastle.edu.au who is our HR business partner.
- d. In the event a student does not attend a scheduled tutorial session the tutor is entitled to claim 1 hour for “**no show**” for the unattended session. The remaining hours of that session is forfeited and cannot be accumulated to future tutorial sessions should those hours not be rescheduled in that week.

GENERAL INFORMATION

To ensure we maintain and run a program of high value and quality, there will be restrictions in place with the number of students assigned to tutors.

OTHER ACADEMIC SUPPORT

During semester Wollotuka may direct the students to other forms of academic support whilst receiving ITP tutorial support such as:

- Alison Hillier (Student Transition Officer)
- Student Advancement Staff
- PASS sessions
- Libraries
- Lecturers

The Wollotuka and the Student Advancement Team values and reinforces UON’s [Code of Conduct](#). As members of the university community, we are committed to the values of:

- **Honesty**
- **Fairness**
- **Trust**
- **Accountability**
- **Respect**

Wollotuka Locations

Callaghan: 4921 6863 **Central Coast:** 4349 4500 **Port Macquarie:** 6581 6294