

## Position Description

<b>Position Title</b>	WML Study Support Program Tutor		
<b>Position Number</b>	V4		
<b>Award Classification</b>	Volunteer – no classification		
<b>Reports To</b>	Branch Manager, Team Leader or Delegated Supervisor		
<b>Internal Liaisons</b>	Library Staff		
<b>External Liaisons</b>	Students, Library Patrons, Educational institutions		
<b>Supervises</b>	Students		
<b>Probationary Period</b>	N/A	<b>Mandatory Compliance Checks</b>	Police Check & Working with Children Check

### OUR ORGANISATION

Whitehorse Manningham Regional Library Corporation delivers high quality library services to the communities of Whitehorse and Manningham. The Corporation operates branch libraries at Blackburn, Box Hill, Bulleen, Doncaster, Nunawading, The Pines, Vermont South and Warrandyte. Online services are provided through [www.wml.vic.gov.au](http://www.wml.vic.gov.au).

The Study Support program provides free homework support to secondary school students during the school term. An online session is offered on Tuesdays from 3.30 – 6pm and a face to face session is based at the Box Hill Library on Thursdays from 4.00pm – 6.00pm.

### POSITION OBJECTIVES

- To provide tutoring assistance for secondary school students
- Assist students in a welcoming and safe environment
- To provide free academic support to students in the community

### KEY RESPONSIBILITIES

- Provide assistance to secondary school students requiring help with their homework in the general subjects of Maths, Science and English
- Communicate with the students to ascertain specific topics or subject areas that are giving them trouble or warrant further exploration

- Review recent homework assignment and test scores, and work through problems or questions that the student did not answer correctly
- Employ proven study aids to assist in the preparation for tests and exams
- Where applicable, communicate with parents/guardians about trouble areas or any other issue that requires attention
- Maintain a quiet and orderly workspace for students
- Establish a friendly, encouraging and welcoming environment for students
- Collect attendance statistics and provide information to assist with program evaluation
- Attend training if required

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

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Volunteer Tutors are expected to:

- Advise their supervisor or Branch Manager / Team Leader as soon as possible if they are unable to attend their scheduled session.
- Provide regular updates to their supervisor
- Conduct online sessions with library staff present and conduct in-person sessions with a Youth Worker present.

## **JUDGEMENT AND DECISION MAKING**

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Library staff and a qualified Youth Worker are always available to provide guidance and advice.

## **KEY COMPETENCIES**

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### **Specialist Skills and Knowledge:**

- Ability to read and write English proficiently
- Ability to convey knowledge to students
- Proficiency in the subject matter they will be tutoring in
- Proven tutoring and/or teaching skills
- Ability to teach / tutor children and young adults
- Ability to be culturally aware and empathetic to students from diverse backgrounds
- Ability to provide sessions in person or online

### **Interpersonal Skills**

- Excellent communicator, well-organised, friendly, helpful and efficient
- Confidence and ability to liaise regularly with library staff and able to seek support or advice when needed
- Passion for education and learning
- Understanding and respect of confidentiality

## QUALIFICATIONS AND EXPERIENCE

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- Teaching qualification or Certification from an accredited tutoring association, or proven tutoring experience
- Working With Children Check Card or current registration with the Victorian Institute of Teaching
- All volunteers are required to undertake a National Police Check prior to commencement and at regular intervals thereafter.
- Previous teaching or tutoring experience

## HOURS OF DUTY

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- Requires a commitment to attend regular scheduled sessions as scheduled by agreement. A minimum commitment of at least one semester is preferred to enable program continuity.
- Scheduled sessions will be within library branch opening hours (including online sessions).

## REMUNERATION

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No remuneration.

This position is unpaid and voluntary.

## SELECTION CRITERIA

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- Demonstrated, sound communication skills
- Demonstrated relevant teaching or tutoring experience
- Strong commitment to community service
- Ability to work with people from culturally diverse backgrounds
- Demonstrated organisational skills
- Ability to apply policies and procedures
- Satisfactory National Police Check and Working with Children Check

## GENERAL CONDITIONS

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### **General Conditions**

All WML volunteers are required to observe all Corporation policies, codes of conduct and follow work instructions and relevant regulations.

### **Dress Code**

Neat, casual and role appropriate.

### **Occupational Health and Safety**

Under the Corporation's Occupational Health and Safety strategy all volunteers are required amongst other things, to act responsibly and in a manner which does not put the health and safety of themselves or others in the workplace at risk, diligently observe and maintain a duty of care to themselves and all others within the work environment and to perform duties in accordance with accepted work practices and procedures.

### **Equal Opportunity, Human Rights and Bullying**

The Corporation is committed to the principles of Equal Opportunity and Human Rights and believes that all employees/volunteers should be able to work in an environment free of discrimination and

harassment. Staff are encouraged to support each other in creating and maintaining an environment that is free of harassment.

All employees/volunteers of the Corporation have a responsibility to treat each other fairly and with respect and act in accordance with the Occupational Health and Safety, Equal Opportunity and Bullying in the Workplace policies. As an employer, the Corporation will not defend or support discriminatory actions of staff that are unlawful.

**Code of Conduct**

All staff and volunteers are required to observe the standards of conduct and behaviour outlined in the Code of Conduct. A breach of the Code may result in counselling and a substantial breach may result in termination of the volunteer placement.

**Privacy**

The Corporation is committed to complying with the Victorian Privacy and Data Protection Act 2014. The Corporation recognises the importance of the privacy of personal information collected by the Library Service and is committed to ensuring that personal information is appropriately stored and managed. All employees and volunteers are required to follow the Corporations Information Privacy Policy at all times.

**Child Safety Commitment**

WML is committed to the safety and well-being of all children and young people participating in our programs and visiting our libraries. All volunteers are expected to adhere to the Corporation’s Child Safe Policy, acknowledging their right to be treated with respect and protected from harm. All volunteers must hold a current Working with Children Check.

**Vaccinations**

All volunteers are expected to comply with Covid-19 mandated vaccination requirements.

**ACKNOWLEDGEMENT**

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I \_\_\_\_\_ have read and understood the position description and agree to perform in the position of WML Study Support Program Tutor as per the requirements of the position description.

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(Volunteer signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
Date