

POSITION DETAILS:

VC	Indigenous Tutorial Assistance Scheme Tutor		
SCHOOL / DEPARTMENT	Mana Yura Student Support (main campus) or Yooroang Garang (Health Sciences)		
FACULTY / PSU	DVC Education		
REPORTS TO	Student Engagement Officer (ITAS) or Yooroang Garang (Health Sciences)		
CLASSIFICATION LEVEL ¹		POSITION NUMBER	
CLASSIFICATION DATE		CLASSIFICATION CODE	
PRIMARY POSITION ACTIVITY	Teaching and academic support of students in small group or individual settings		

PRIMARY FUNCTION:

Contribute to Indigenous Tutorial Assistance Scheme to provide high quality teaching support for students to develop the academic understanding and assessment capacities necessary for completing their university courses and achieving their academic goals.

OVERVIEW OF THE SCHOOL / DEPARTMENT AND POSITION CONTEXT

The University of Sydney is a world-class higher education institution with a vibrant and diverse student population. Aboriginal and Torres Strait Islander student support, currently comprised of Mana Yura Student Support team and the Yooroang Garang team, are located within Student Support Services and the Health Sciences faculty (respectively). These support teams provide a wrap-around support to Aboriginal and Torres Strait Islander students through their academic, personal and cultural support initiatives. The Indigenous Tutorial Assistance Scheme is a key academic support program offered by Mana Yura and Yooroang Garang to all undergraduate and postgraduate coursework students.

The Indigenous Tutorial Assistance Scheme (ITAS) is an opt-in program for Aboriginal and Torres Strait Islander students to receive supplementary academic support and tutoring. Tutoring is available in specific subjects, and can be delivered in small group or individual settings. Tutoring is collaboratively designed between the students and tutor, and tailored to suit the learning needs of the student and their goals. ITAS is a key mechanism for academic success and retention of students, and as such is a key contribution to the University's commitment to equity and encouraging Aboriginal and Torres Strait Islander participation as outline in the *Wingara Mura – Bunga Barrabugu* strategy.

ITAS tutors provide academic teaching, support and assessment guidance for students participating in the ITAS program. Tutors contribute to outstanding teaching and learning outcomes for Aboriginal and Torres Strait Islander students in small group or individual learning contexts.

Tutors work with professional and collegial teams; to contribute to the important support work of the Mana Yura and Yooroang Garang teams which are highly regarded by both staff and students across the University; and to contribute to the goals embedded in the University's *Wingara Mura Bunga Barrabugu* strategy and the *2016 – 2020 Strategic Plan*.

This is a casual position and incumbents work a fixed number of hours on a sessional basis. Working hours and locations are negotiated with students.

KEY ACCOUNTABILITIES:

¹ HR USE ONLY – Classification information (including classification level), position number and primary position activity is to be completed by the University's Human Resources team

<i>Please note: additional rows can be inserted by pressing the 'Tab' key in the last cell on the last line.</i>		Frequency
1.	Work collaboratively with students to plan academic goals for a semester, and develop study plans suited to a students' needs to achieve these goals	On-going
2.		
3.	Prepare in advance of tutoring sessions and develop teaching materials.	On-going
4.	During tutoring sessions, teach key concepts and clarify student understanding of course content, support and guide students in understanding and preparing for assessment tasks, and support the development of their students' academic skills and capabilities.	On-going
5.	Participate in building the cultural competence capabilities of the ITAS tutor team (e.g. participating in cultural competence training workshops)	On-going
6.	Develop skills and capacities as ITAS tutors by undertaking relevant training (e.g. Cultural Competence and Academic Skills training) when required	As required
7.	Report to the Student Engagement Officer (ITAS) about the progress of ITAS students	On-going
8.	Perform administrative duties related to the position, including maintaining accurate records of hours worked, and student progress.	On-going
9.	Refer any non-academic, student support concerns relating to ITAS student to the Mana Yura Student Support or Yooroang Garang teams	As necessary

KEY RELATIONSHIPS

INTERNAL – across/within the University

<i>Who does this role interact with across the University and how often? This could include specific positions (do not include job-holder names), any departments, faculties or professional service units at the University. Include the purpose of this interaction by way of brief summary. Interaction/contact with direct reports do not need to be detailed.</i> <i>Please note: additional rows can be inserted by pressing the 'Tab' key in the last cell on the last line.</i>		
MAIN CONTACT	FREQUENCY	PURPOSE
Aboriginal and Torres Strait Islander students	Weekly	Tutoring, ITAS administration activities
Student Engagement Officer (ITAS) or YG HERE	As necessary	Planning, administration and reporting on tutoring activities

DECISION MAKING AND DELEGATIONS OF AUTHORITY

Briefly describe how decisions are made – be it independently, by consultation, or referred to another party or the position's manager, etc. Focus on key decisions rather than trivial issues, and consider if the decision is made independently by the job-holder or if the job-holder makes the decision after consultation with others or if it is deferred to their line manager or another position for recommendations. Also include any Delegations of Authority the job-holder may have in this role.

ITAS tutors will be required to make decisions on how to support an ITAS student's learning as part of their day-to-day role. This may include, but is not limited to, designing educational activities and providing assessment advice.

Where a person is designated Head of Administrative Unit (HOA), the [Delegations of Authority - Administrative Rule](#) applies.

POSITION DIMENSIONS

STAFF DATA	
DIRECT REPORTS: number of direct reports to this position, their classification and number of incumbents	Nil
INDIRECT REPORTS: number of reports via subordinates to this position	Nil

FACULTY / PSU SIZE	
SCHOOL / DEPARTMENT SIZE	Permanent/fixed-term staff 9, casual ITAS tutoring staff approximately 80 – 100 per semester
FINANCIAL DATA	
SALARY BUDGET	
NON-SALARY BUDGET	
GRANT AMOUNTS / BUDGET	
OTHER AMOUNTS	

EXPERIENCE, SKILLS AND QUALIFICATIONS

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Postgraduate qualifications or equivalent experience in learning/teaching at a tertiary level		x
Completion of a degree and/or relevant courses and education in the academic field (at a tertiary level) for subjects applying to tutor in, with a Distinction grade average	x	
Experience		
Experience in designing and delivering educational content in individual or small group tutoring context		x
Abilities/Skills		
Excellent interpersonal, verbal and written communication skills	x	
Demonstrable high level of skill in understanding assessment requirements and planning study loads	x	
Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in assisting an allocated student's learning as part of normal daily work	x	
Knowledge base		
Demonstratable high level academic knowledge of key ideas, theories and content in subjects applying to tutor in	x	
Understanding of cultural competence and ability to participate in, and contribute to, establishing and maintaining a culturally safe work and learning environment	x	

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

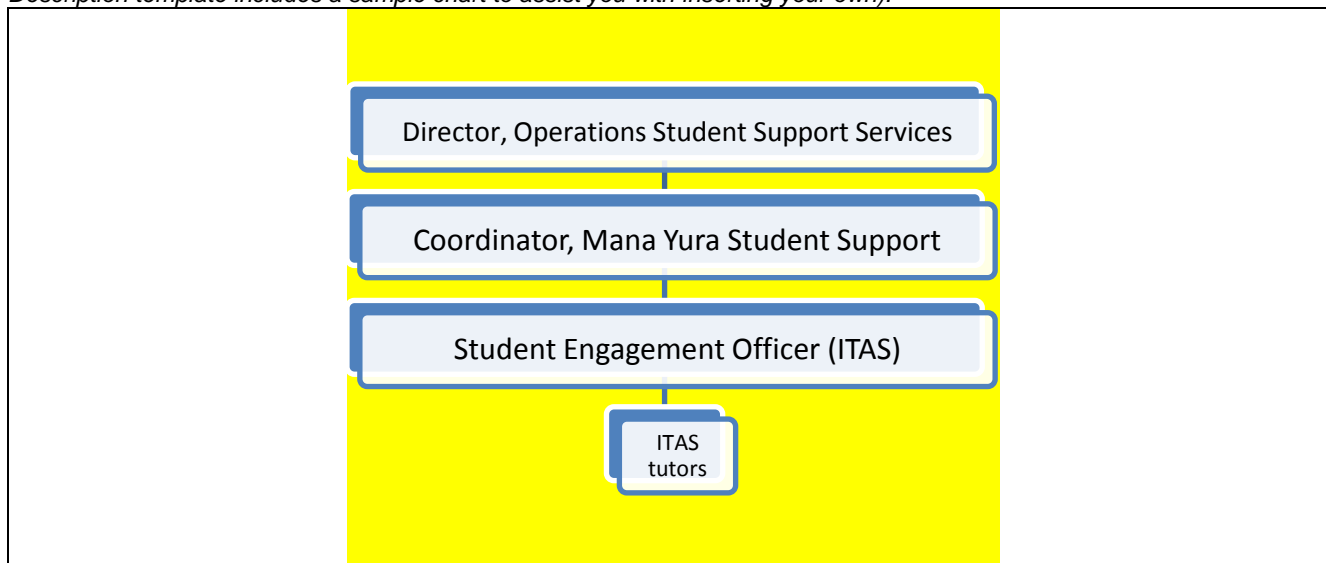
Demonstrated understanding of the incorporation into University life of the principles of Equal Employment Opportunity and Affirmative Action [EOOnline](#); and ability to work positively with staff and students from a diverse range of backgrounds.

WORK HEALTH AND SAFETY (WHS)

Understand your WHS responsibilities and actively ensure the health, safety and wellbeing of yourself and others at work in accordance with the University's [WHS policy](#) and [procedures](#) and as described in the [role responsibilities](#) on the WHS website.

ORGANISATIONAL CHART

Include an organisational chart outlining the immediate structure relative to this position, i.e. one reporting level above and one level below, if applicable, and the immediate team surrounding this position. Please include position titles, classification levels (where known), clearly indicating reporting lines. You may extract the organisational chart from OrgPlus. (The Position Description template includes a sample chart to assist you with inserting your own).



SIGNATURE

The line manager and delegated authority confirm that this is a true reflection of the duties and accountabilities of this role.

Kindly Note: The line manager and delegated authority may be the same person. If this is the case, only one signature is required.

LINE MANAGER ²	Oneeva Tu’uhetoka, Coordinator, Mana Yura Student Support	DELEGATED AUTHORITY	Karen Allan (Director Operations, Student Support Services)
SIGNATURE ³		SIGNATURE	
DATE		DATE	

² Please include position title and name of the person(s) signing off on this Position Description in the appropriate space marked with <>.

³ Use of electronic signatures is acceptable, but must be in accordance with University requirements.