Volunteer with VCE Summer Tutoring

VCE Summer Tutoring is a not-for-profit charity that delivers a two-week program in January 2027, 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. In January 2027, Day Program activities will be hosted at the University of Melbourne's Melbourne Connect precinct.

A Residential Program will be hosted by St. Hilda's College and will run alongside the Day Program, providing accommodation for students who may experience difficulties in attending the program due to the cost of travel.

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

Role Title	**Teaching Support Officer (TSO)**
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 14 September, 2026 and 31 January, 2027, including: ● 4 hours during Specialist Role Training led by the TSO Coordinators ● 10 to 15 hours organising the Academic Tutor training prior to the program. ● 3 hours on Tutor Refresher Day 8 January, 2027. ● 15 to 20 hours during the program 11-22 January, 2027.
Location	The 2027 program will take place at the University of Melbourne in the Melbourne Connect precinct.
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:

	• Attend meetings to prepare program activities and communicate in a timely manner with team members and Specialist Role Coordinators • Assist Subject Coordinators in growing their curriculum leadership skills and developing academic resources • Facilitate teaching support systems, activities and a drop-in space for tutors to access prior to program and on tutor preparation day • Engage in pre-program training in role responsibilities delivered by the Specialist Role Coordinators During the program: • Conduct class observations and constructively collaborate with tutors by providing friendly teaching feedback • Participate in team meetings to devise strategies for implementing useful teaching methods • Coordinate support for tutors who may require extra assistance with the Welfare Team and Program Directors • Attend rostered duties and communicate proactively with Specialist Role • Coordinators about availability to undertake them • Exchange findings and insights about observed lessons with other TSOs in team meetings and daily debriefs
Training & Support	Teaching Support Officers are required to undertake training in performing the key responsibilities of the role prior to the commencement of the program. Ongoing support will be available throughout the program.
Key Benefits	• Coordination of training programs, support systems and skill development initiatives • Leadership and mentoring skills and experience • Interpersonal, time management and content delivery skills
Eligibility and Selection Criteria	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.** As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria. Other desirable attributes: • Knowledge in teaching techniques and VCE subjects • Polite, professional and enthusiastic communication style • Ability to work efficiently and reliably in a team environment • Ability to remain organised and manage concurrent tasks

Supervisor	Program Directors Teaching Support Officer Coordinators
Inclusion and Safety	**Commitment to Child Safety:** 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. The Child Safety and Wellbeing Policy and Tutor Code of Conduct applies to all volunteers engaged by the VCE Summer Tutoring. Our Child Safety and Wellbeing Policy and relevant documents are available on our website: https://vcesummertutoring.au/.
Review Dates	Effective 28 July, 2026. Review due 1 December, 2027.