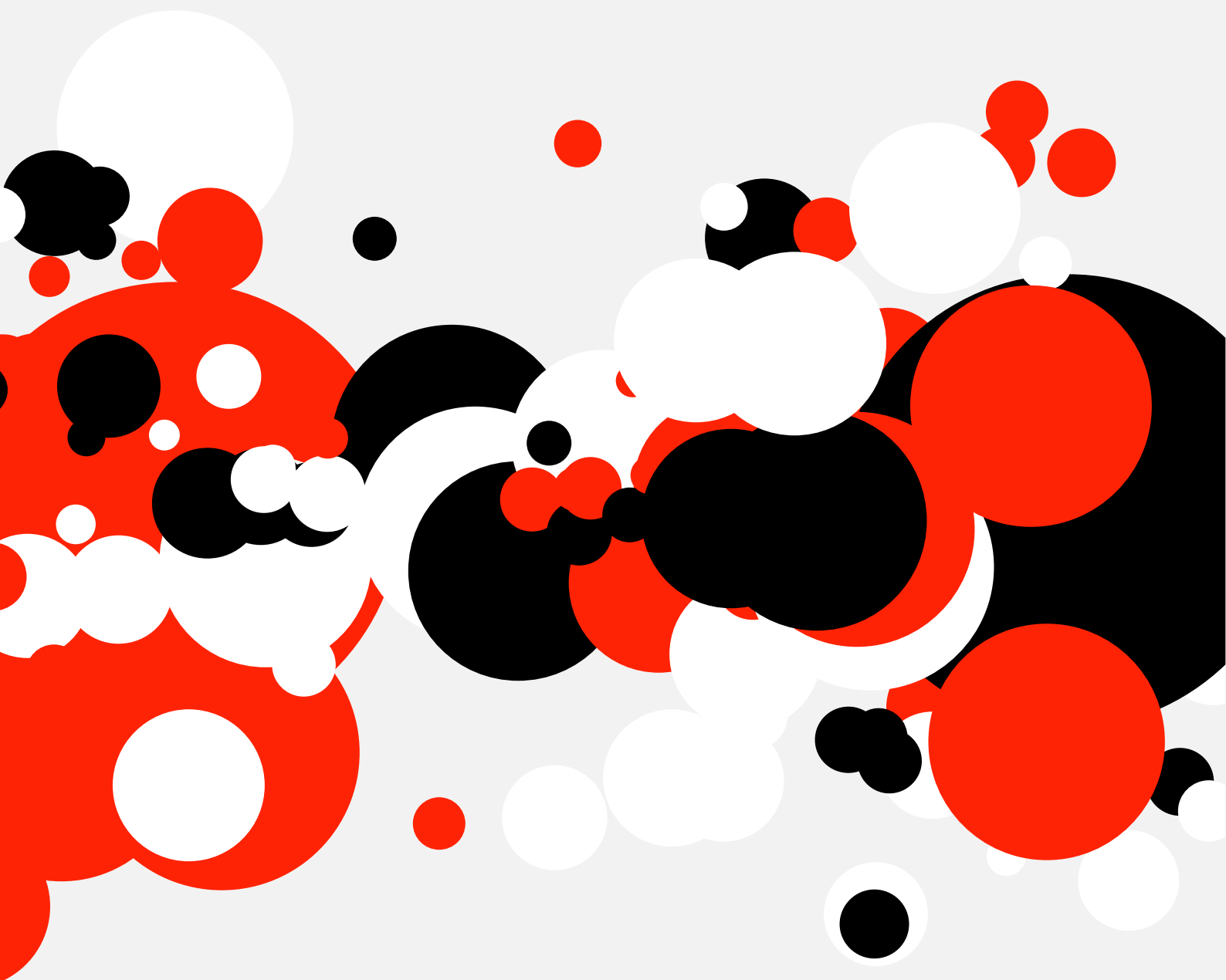# JTAS Tutor Guidelines

Jumbunna Institute for Indigenous Education and Research

What is the Jumbunna Tutoring for Academic Success (JTAS)?

JTAS supports Aboriginal and Torres Strait Islander students at UTS by providing academic assistance through tutors who address individual learning needs. Funded by UTS and the Commonwealth Government via the National Indigenous Australian Agency, JTAS aims to enhance student success and engagement.

What is the Jumbunna Institute for Indigenous Education and Research?

The Jumbunna Institute provides facilities and services for Aboriginal and/or Torres Strait Islander (prospective and current) students. These facilities and services include:

The Jumbunna Institute offers facilities and services to support Aboriginal and Torres Strait Islander students, including:

- Advice and assistance with university policies, advocacy and referrals
- Assistance with application and Residential Cost Option at UTS Housing
- Academic skill development
- Tutorial support through JTAS
- A safe, culturally supportive space with student lounge, computer labs and light refreshments

JTAS Tutor Role & Responsibilities

JTAS Tutors work directly with the student(s) individually or in small groups to provide academic guidance and support over the teaching session.

Responsibilities:

- Understanding individual learning needs

- Having strong subject knowledge

- Creating a work program with the student

- Provide academic guidance and support

- Meet administrative requirements

- Completing mandatory training

- Maintain respectful relationships with staff and students

- Comply with JTAS guidelines and UTS policies

Expectations:

- Respect diverse cultural backgrounds and individual needs
- Communicate sensitively with Indigenous staff and students
- Act ethically and avoid "over assisting" with feedback and assessments
- Follow UTS Academic Misconduct policies
  http://www.gsu.uts.edu.au/rules/student/section-16.html)

The primary contact point for JTAS Tutors is the Jumbunna Tutoring Program Coordinator who is available via email sallie.paternoster@uts.edu.au or JTAS@uts.edu.au phone 02 9514 2038.

Requirements for registration as an JTAS tutor

To register with Jumbunna as an JTAS tutor, prospective tutors must register to be a tutor via the Jumbunna Tutoring Portal: https://uts.itasportal.au/

As part of this application it is required to provide the following:

- Proof of identity (certified scan of your passport, or birth certificate and driver's licence)
- Right to work documentation (Australian or NZ passport or Work Visa)
- Copy of qualifications (including official transcripts)
- Resume

Applications that are not accompanied by the supporting documents listed above will not be considered. Tutors must comply with the Terms and Conditions of the funding contract and the current Code of Conduct and other policies at UTS. www.gsu.uts.edu.au/policies/index.html.

NOTE: Completion of the registration process does not guarantee employment nor does it constitute an offer of work.

Conflict of Interests

Declare any conflicts before contract approval. Tutors should not be related to, employed by, or regularly teaching the student. Report conflicts to the JTAS Coordinator.

Report any conflicts of interest (or potential conflicts of interest) to the JTAS Coordinator.

The Dos and Don'ts of ITAS tutoring

As an ITAS Tutor, your role is to provide content specific support to the subject(s) the student is enrolled and that you have been allocated to.

DO:

- Discuss lecture content and clarify any misunderstanding

- Answer questions and refer to relevant reading materials

- Help with assessment questions and planning

- Assist in developing study skills

- Refer non-academic issues to JTAS Coordinator

- Contact the program Coordinator with concerns regarding student enagement

AVOID

- Undertake research for the student or provide previous notes or assignments

- Write/type assignments on the student's behalf*

- Engage in personal counselling

*Tutors are not responsible for editing student work. Tutors should *guide* students in how to edit their own work and any feedback on student drafts should be verbally on in the form comments for student reflection. It is essential that the tutor does not compromise the originality of the student's work.

If an JTAS Tutor requires any guidance in how to best support the student(s) development of academic skills and/or writing please contact the JTAS Coordinator who will refer you to Brenton James the Deputy Director of the Learning Development Team at Jumbunna.

Frequently asked Questions

When will I be allocated with a student?

Allocations occur based on student requests and availability. You'll be notified via email/phone when a suitable allocation occurs.

What will I have to do after being matched with a student?

Before you meet with a student, you need to firstly:
1. Accept your employment contract via iRecruit (new staff) or NEO (current staff) and the guidelines on the JTAS Portal.
2. Familiarise yourself with the Jumbunna Tutoring Portal and required actions on
3. Send an introduction email to the student outlining your availabilities for the student to book a session
4. Meet with the student for a first session and complete the work program

Hours?

Upon allocation you will receive an email which will advise the maximum number of hours you can tutor your student. A general guide is 2 hours per week per subject.

Onboarding?

You will receive information on Getting started at UTS and will be directed to the Jumbunna Onboarding Portal.

Meeting Student(s)?

Arrange meetings directly with students; sessions can be on or off-campus at a mutually convenient location. Study rooms at Jumbunna are available by contacting reception 02 9514 1902.

Subject materials?

The student is responsible for providing you with the subject outline. You can ask your student to share the materials via email, Google Drive, Dropbox, etc.

What if I cannot contact my student?

Please inform the JTAS Coordinator via email Sallie.Paternoster@uts.edu.au or phone 02 9514 2038 if you are unable to contact your student.

Tutor missed sessions?

Provide at least 24 hours' notice for in-person cancellations or 12 hours for online. Reschedule and inform the JTAS Coordinator if issues arise.

Student missed "no show" sessions:

Students are required to provide a minimum of 24 hours' notice of postponement or cancellation of a in person session or 12 hours' notice for online. Tutors are eligible to receive payment for one hour if students cancel with less than the required notice.

If the student fails to provide reasonable notice on three occasions, the tutoring contract may be terminated by Jumbunna. This termination will be determined by Jumbunna staff.

Timesheets:

You submit your timesheets via Ascender WFS, or access guidelines from Payroll Support page.

Emergency Contacts:

- Campus Security: Extension 6 or 1800 249 559

- Report incidents: 02 9514 1192

Staff ID?

If you have a valid employment contract with UTS Jumbunna, you can get a UTS staff ID card from UTS Security Building 1, level 4

Is there any mandatory training I need to complete as a casual staff member at UTS?

Yes, as a casual professional you need to complete certain compliance modules and can be compenstated for the time required to complete this, refer to list here.

Please note: Failure to mandatory training may result in a delay of your pay and or a cancellation of your casual contract.

Jumbunna Contact:

Jumbunna is open Monday to Friday, between the hours of 9.00 am and 5.00 pm.

Visit: Building 1, Level 6, 15 Broadway Ultimo NSW 2007
Phone: 9514 1902
Email: Jumbunna@uts.edu.au