

Tutor Rights and Responsibilities

Tutors who understand the extent of their role, and the responsibilities and rights it carries, will better be able to create a safe and supportive learning environment for students in homework clubs. Read the following list of tutor rights and responsibilities, and discuss any points with your coordinator if you need to.

TUTOR RESPONSIBILITIES	TUTOR RIGHTS
<ul style="list-style-type: none"> • to develop a positive relationship with the students and to provide a role model • to support the student in accordance with the goals identified by the student and/or coordinator • to consult with coordinator and/or teacher to determine teaching style and approaches • to follow teaching and learning approaches in place at the school • to promote and encourage learner independence • to monitor student progress and learning outcomes • to report student progress and voice any issues or concerns with the coordinator • to seek guidance from, and be receptive to, the coordinator's support • to be reliable, open and friendly • to attend consistently, as negotiated, and to notify the coordinator if unable to attend • to work cooperatively as a team member • to respect confidentiality, unless there are well founded reasons to report information • to work in a supervised or public area and to notify the coordinator if the area will be unattended • to participate in ongoing training and volunteer support meetings • to work in accordance with your homework club's policies and administrative requirements • to establish and maintain healthy and safe boundaries with students • to respect the values, beliefs and culture of the students • to recognise strengths as well as vulnerabilities of refugee background students • to be consistent • to maintain accurate records 	<ul style="list-style-type: none"> • to receive timely and accurate information about tutoring styles and approaches • to have access to coordinator • to have a fair and transparent selection process • to have a position description for role clarity and agreed working hours • to receive an induction or orientation to the role of the tutor • to be adequately covered by insurance • to work in a role which suits your interests, skills and experience • to have access to supervision, training and support, including support for dealing with difficult or distressing situations • to tutor in a healthy and safe working environment • to be advised of policies and practices relating to the role, including guidelines and boundaries • to have complaints dealt with in a constructive way • to be valued for one's contribution • to say no if you are asked to do something you do not feel comfortable with • to have access to conflict resolution procedures • to be able to store records and student information in secure facilities