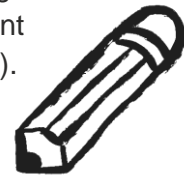


# Tutor Rights and Responsibilities

## The rights and responsibilities of volunteer tutors in an OSHLSP

Tutors who understand the extent of their role, and the responsibilities and rights it carries, will be more able to create a safe and supportive learning environment for students in an Out-of-School-Hours Learning Support Program (OSHLSP). The following list provides examples of tutor rights and responsibilities. This list is provided as a guide to help you when creating rights and responsibilities for the volunteer tutors in your specific OSHLSP.



Tutor responsibilities	Tutor rights
<ul style="list-style-type: none"> <li>• To develop a positive relationship with the students and to be a role model</li> <li>• To support the student in accordance with the goals identified by the student and/or coordinator</li> <li>• To consult with coordinator and/or teacher to determine teaching style and approaches</li> <li>• To promote and encourage learner independence</li> <li>• To monitor student progress and learning outcomes</li> <li>• To report student progress and voice any issues or concerns with the coordinator</li> <li>• To seek guidance from, and be receptive to, the coordinator's support</li> <li>• To be reliable, open and friendly</li> </ul>	<ul style="list-style-type: none"> <li>• To receive timely and accurate information about tutoring styles and approaches</li> <li>• To have access to the coordinator</li> <li>• To have a fair and transparent selection process</li> <li>• To have a position description for role clarity and agreed working hours</li> <li>• To receive an induction or orientation to the role of the tutor</li> <li>• To be adequately covered by insurance</li> <li>• To work in a role which suits your interests, skills and experience</li> <li>• To have access to supervision, training and support, including support for dealing with difficult or distressing situations</li> </ul>

# Tutor Rights and Responsibilities

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• To attend consistently, as negotiated, and to notify the coordinator if unable to attend</li> <li>• To work cooperatively as a team member</li> <li>• To respect confidentiality, unless there are well founded reasons to report information</li> <li>• To work in a supervised or public area and to notify the coordinator if the area will be unattended</li> <li>• To participate in ongoing training and volunteer support meetings</li> <li>• To work in accordance with your homework club's policies and administrative requirements</li> <li>• To establish and maintain healthy and safe boundaries with students</li> <li>• To respect the values, beliefs and culture of the students</li> <li>• To recognise strengths as well as vulnerabilities of refugee background students</li> <li>• To assist students with development of literacy and numeracy skills</li> <li>• To support students with their homework and school work</li> <li>• Good communication skills and competency in the english language</li> <li>• To be positive and encouraging when working with students</li> <li>• To be enthusiastic, reliable and committed</li> <li>• To be consistent</li> <li>• To maintain accurate records</li> </ul> | <ul style="list-style-type: none"> <li>• To tutor in a healthy and safe working environment</li> <li>• To be advised of policies and practices relating to the role, including guidelines and boundaries</li> <li>• To have complaints dealt with in a constructive way</li> <li>• To be valued for one's contribution</li> <li>• To say no if you are asked to do something you do not feel comfortable with</li> <li>• To have access to conflict resolution procedures</li> <li>• To be able to store records and student information in secure facilities</li> <li>• To be valued, respected and treated fairly</li> <li>• To be advised of what is expected of you in terms of hours of attendance and responsibilities</li> </ul> |
|---|---|