

ITAS -Indigenous Tutorial Assistance Scheme

Woolyungah Indigenous Centre, University of Wollongong
The University of Wollongong Centre of Learning, Research and Support for Aboriginal and Torres Strait Islander People

ITAS Tutor Duty Statement

- No tutoring to take place after students' classes cease.
- Complete Administrative responsibilities surrounding management of ITAS personal tuition.
- Provide tuition which increases knowledge and skills of students to be self-directed, independent life long learners.
- To conduct tutorials within sound culturally appropriate pedagogy.
- Negotiate with student and appropriate tutorial timetable and mutually convenient and safe location.
- Keep in close regular contact with the ITAS Coordinator.
- Provide tutoring within the ITAS Conditions and Guidelines.
- Attend training workshops as required.
- Provide in a timely fashion all written reports and procedural forms required.
- Maintain student confidentiality.
- Provide advice and assistance to students tutored on specialist subject matter in areas of expertise.
- Advise students of access to support structures and counseling available within Woolyungah and the University.
- Liaise with lecturing staff on matters pertinent to effective tutorial support.
- To prepare individual student tutorial programs for teaching.
- To maintain student progress and attendance and report on student outcomes from tutorials.
- To be punctual to all timetabled tutorial sessions.