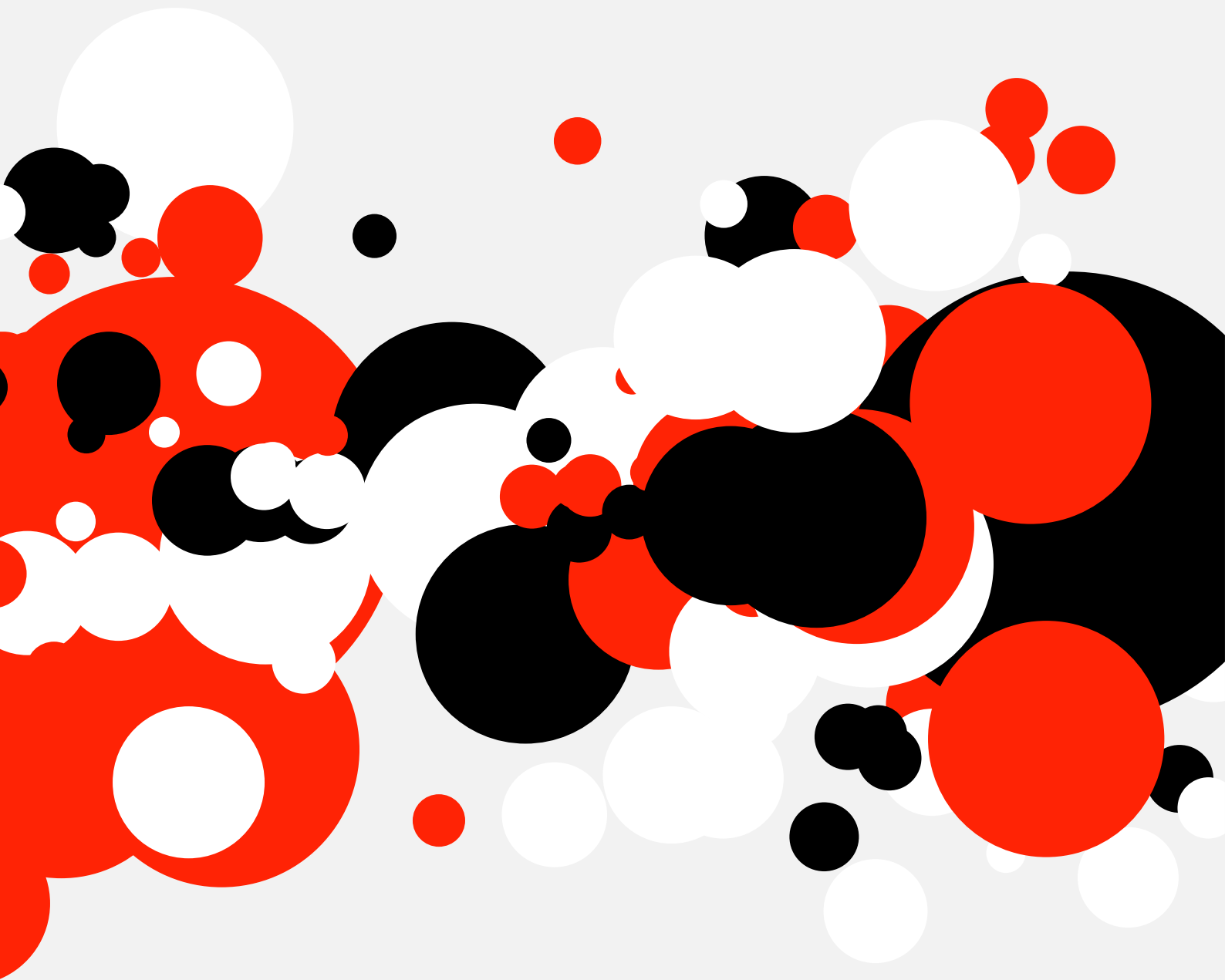


JTAS Tutor Guidelines



Jumbunna Tutoring Program (JTAS)

The Australian Universities Accord (2024) stipulates that Australia needs a more equitable and innovative higher education system. The accord identifies increasing the number of historically under-represented cohorts in higher education as a core goal. It established the resolution that First Nations students should be at the heart of the tertiary education system. The Accord acknowledges that our cohort, Jumbunna students, will likely need adequate support throughout their learning journeys to succeed.

The UTS Social Impact framework echoes much of the relevant positioning in the Accord, identifying the building of student agency to enact personal and social responsibility and improve completion and success rates in our cohort. It's in this context that Jumbunna Tutoring for Academic Success (JTAS) delivers academic support.

JTAS is an academic program that supports Aboriginal and/or Torres Strait Islander Students enrolled at UTS. By providing access to qualified professional tutors, JTAS aims to empower students to achieve their individual academic goals and enhance their overall University experience. JTAS plays a vital role in facilitating successful learning and engagement outcomes for students.

JTAS Role and Responsibilities

As a JTAS tutor, your role is to provide supplementary academic support to students beyond the regular lectures and tutorials provided in the faculty. This may include:

- **Clarifying course content:** Answering questions, explaining complex topics, and reviewing key concepts.
- **Providing feedback on assessment tasks and exam preparation:** Reviewing assessment drafts and offering guidance and suggestions by reference to the assessment rubric or marking guide, where available, the instructions provided for the specific assessment task and the course content.
- **Developing academic skills:** Helping students develop academic skills relevant to their study program, e.g. analysing, writing, researching, developing an argument, referencing etc. This may also include referring students to campus workshops and training, e.g. [UTS Library Workshops](#) and [HELPS Workshops](#).
- **Developing learning strategies for success:** Suggesting useful strategies for successful completion of assessment tasks and course progression, including time management and task planning.

Key Principles of JTAS:

- **Student Independence:** Ensuring students are self-directed in their learning.
- **Ethical Conduct:** Adhering to academic integrity guidelines and avoiding “over-assisting” or “rescuing” students.
- **Professionalism:** Maintaining a positive, supportive and appropriate tutoring environment.

Tutors will:

- **Plan:** Develop a Work Program for each unit in collaboration with the student which identifies goals, strategies and desired outcomes for the proposed tuition.
- **Clarify:** Discuss unit content with students.
- **Answer:** Respond to student questions and provide relevant guidance.
- **Guide:** Help students break down assessment tasks and plan their responses.
- **Support:** Assist students to develop effective academic skills and time management strategies.
- **Refer:** Direct students to Jumbunna for further assistance outside of tutoring (extensions, special consideration, wellbeing requirements, etc)
- **Communicate:** Contact the JTAS Coordinator about student welfare issues, and any administrative matters arising from the tuition arrangements, where relevant, such as JTAS Portal requirements, booking JTAS sessions including non-attendance by tutor and/or student, inability to complete the agreed Work Program/s, reduced availability etc.

Tutors should avoid:

- doing research for students or providing completed notes or assessment tasks
- writing or typing assessment tasks for students (including editing or rewriting)
- engaging in any personal counselling

Program delivery:

The JTAS Program provides for the following level of tuition:

- Full-time students
Up to 2 x 3-hour sessions per week which includes preparation and assessment review.
Up to 2 x 3-hour sessions during the Exam Period.
- Part-time students
Up to 1 x 3-hour session per week which includes preparation and assessment review.
Up to 1 x 3-hour sessions during the Exam Period

The amount of hours allocated to a specific JTAS tutor depends on the number of units assigned to them, i.e. some students may have more than one JTAS tutor across their enrolled units.

All tuition sessions must be booked by the student in advance through the JTAS Portal based on the availability the JTAS tutor as set out on the JTAS Portal.

Students and tutors are required to provide each other with a minimum of 24 hours' notice of postponement or cancellation of a booked JTAS session (as per the JTAS Portal), to minimise inconvenience.

In the event that a student provides less than the required notice, tutors must inform the JTAS Coordinator in writing within the current pay cycle.

Student Participation:

Attendance and participation in the booked JTAS sessions or provision of timely notice of non-attendance, is a specific engagement requirement for students participating on the JTAS Program.

If a student consistently fails to meet these requirements, the JTAS Coordinator will discuss with the student their ongoing participation in the program, in order to identify any barriers to participation as well as to ascertain their need for ongoing JTAS support.

To assist students to benefit from their participation in the JTAS program and to obtain support from the JTAS Coordinator, tutors are asked to inform the JTAS Coordinator of any identified areas of non-engagement by a student.

'Non-engagement' includes circumstances where students-

- are not actively participating in tutoring sessions.
- may not be meeting deadlines or completing assignments.
- seem unprepared for tutoring sessions and/or unit requirements.
- appear to be at risk of failing the course.
- identify non-academic matters which are affecting their enrolment.

Academic Support for JTAS Tutors

JTAS is an essential component of Jumbunna's student success and engagement initiatives. It sits alongside other support in Jumbunna such as the Learning Development (LD) team. To assist best practice in tutoring practices, JTAS Tutors are welcome to organise a time to meet with an academic staff member from the LD team at any stage, on a voluntary basis. Please note this is not a compulsory requirement for JTAS Tutors, nor a paid component of the JTAS Program for tutors.

The [Coordinator](#) of the LD team is best placed to support any academic enquiries and will facilitate introductions to a relevant academic staff member in the team.

Cultural Safety and Understanding

It is expected that JTAS Tutors will either have or be willing to develop an understanding of the issues relevant to Indigenous people in contemporary Australian society.

Accordingly, JTAS Tutors must:

- have a demonstrated ability to communicate sensitively and effectively with Indigenous peoples
- complete the Culturally Safe Practice Module on CANVAS **prior** to commencing any tutoring with students.

Onboarding

JTAS Tutors are provided with casual employment at UTS based on the temporary, irregular and intermittent nature of the work. The number of hours per week that a JTAS tutor is employed is dependent on what has been approved by the JTAS program based on a student's identified requirements, the availability of a qualified tutor and the extent of the student's participation once the JTAS sessions are booked on the JTAS Portal. This may change from week to week.

Getting Started at UTS:

1. Read the [Welcome to Casual Professionals doc.](#)
2. Receive and action email from UTS which includes your Staff ID and setting your password/activating your UTS account.
3. Access [UTS Webmail](#) – all correspondence from UTS will be sent to this email
4. Payroll – for all information of documents required for payroll please see ‘[Starting at UTS](#)’ on staff connect and payroll information page.

UTS Systems:

1. [NEO](#): HR Platform where you apply and accept your contract and access compulsory mandatory training modules.
2. [Onboarding Portal](#) including link to Mandatory Training [checklist](#).
3. [JTAS Portal](#): Tutor FAQs <https://itas-kb.techlab.works/tutor/>
4. [AscenderWSF](#): Timesheets
5. [Ascender Pay](#): Bank details and pay slips
6. [Staff Connect](#): staff notices and resources

Getting Paid

To get paid, you'll need to:

- **Submit required documents:** Provide a right to work document, Tax File Declaration, and Superannuation choice form to the Employment Data Team. Jumbunna staff can certify original documents.
- **Meet minimum work requirements:** UTS students employed during teaching sessions must work a minimum of 1 hour per day. Other casual staff must work a minimum of 3 hours per day.
- **Submit timesheets:** Submit your hours of work through the UTS online pay claim system [AscenderWSF](#): This can be accessed through [UTS Apps](#) or [Payroll Support](#).

Select the correct claim type:

- **Tutoring Session:** Enter "Tutoring Session + Student Name" in the description field.
- **Casual Hours (UTS Students):** Minimum hour entry for current students during teaching session
- **Mandatory Training:** Select "Mandatory Learning".

Approver Name: Paternoster, Sallie
Shift Staff: N

Note: *Select cost centre override only if timesheet hours are to be applied to a different cost centre*

Time Entry

Date	Claim Type	Start Time	End Time	Unit	Days
Fri 12/04	Casual Hours				
Sat 13/04	Casual Hours - Mandatory Learning				
Sun 14/04	Casual Hours - UTS Student				
	Kilometres Reimbursement Non-Taxable				
Mon 15/04	Casual Hours				

Tutoring session/hours need to be confirmed by both tutor and student on the [JTAS Tutoring Portal](#) prior to timesheets being approved. We suggest the sessions are entered and confirmed by both tutor and student at the end of each session.

No tutoring is to be conducted on Sundays or weekdays after 8pm. Exceptions for Saturdays can be assessed on a case by case basis but require approval in writing from the JTAS Coordinator.

Contacts

JTAS tutors report to the [JTAS Coordinator](#) who coordinates the JTAS Program and reports to the Director, Students and Community Engagement.

JTAS tutors are welcome to get in touch with the JTAS Coordinator at any stage to ask questions, provide feedback and where necessary, discuss any concerns identified during the tutoring arrangement.