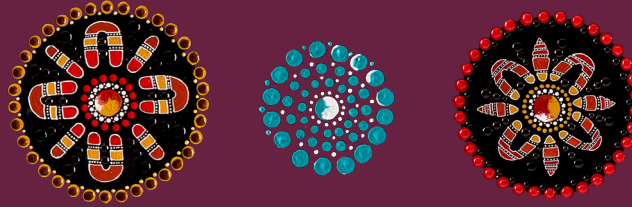




ARTIE ACADEMY TUTORING PROGRAM

VOLUNTEER



ACKNOWLEDGING OUR COUNTRY

The Former Origin Greats (FOGS) acknowledges the Traditional Owners of the land on which we gather as employees, as friends and as families.

We pay respect to all of the Aboriginal and Torres Strait Islander communities who have contributed to and continue to contribute to our identity.

We take pride in paying our respect to our Elders past, present and emerging.

Aboriginal and Torres Strait Islander people are advised that this document contains the images and names of a deceased person.

THE ARTIE ACADEMY

The ARTIE (Achieving Results Through Indigenous Education) Academy's vision is to improve educational outcomes for Aboriginal and Torres Strait Islander students attending Queensland State Schools by continuing the legacy of legendary Former Origin Great, Arthur 'Artie' Beetson.

Artie fought with courage for his people to be acknowledged, respected and valued as First Australians. His vision and passion was for young Indigenous Australians to become educated by completing school and gaining a meaningful career.

The ARTIE Academy Tutoring Program is a volunteer based initiative of the ARTIE Academy that assists to 'Close the Gap' in educational outcomes for Aboriginal and Torres Strait Islander students in selected schools across Queensland.

The aim of this program is to develop confidence and raise abilities in numeracy and literacy. The program achieves this through supporting students in class and tutoring students outside of the classroom one-on-one, as well as in small groups.





EXPECTATIONS

Follow Education Queensland *Standard of Practice*.

Wear the ARTIE Academy Tutor Shirt (provided to you) at all of your Tutoring Sessions and ensure appropriate length pants or skirt (no shorter than knee length) with enclosed footwear is worn and ensure you carry your valid Blue Card on you at all times.

Properly complete the School's sign in procedure and the ARTIE Academy Timesheet.

As an ARTIE Academy Tutor you are representing your university, FOGS and the ARTIE Academy.

Common sense needs to apply with your behaviour and language when working with school students. Be aware of personal space and your interactions with all students in the school as well as your behaviour in the staff room and around the school in general.

Common sense again with your mobile phone and social media, students aren't allowed their phones at school so if you could please keep yours out of sight and refrain from utilising Social Media outlets to interact or discuss your experiences of tutoring.

If a student's behaviour or language is not appropriate make sure you address it with the student right away. Seek the help of the teacher if required. Please keep the ARTIE Team informed of any issues.

DUTY OF CARE

“A *duty of care* is the duty all Department of Education, Training and Employment employees have to do everything reasonably practicable to protect others from harm.”

As an ARTIE Academy Tutor you have a ***duty of care*** to protect all students you work with.

COMMUNICATION PROCESS

If a student reveals sensitive information to you (including but not limited to you feeling as though the student is in danger either at school or at home) or you encounter a situation that makes you feel uncomfortable (including but not limited to inappropriate contact, conversation or behaviour) you have a duty of care to report this so that further action if required, can be taken.

It is your responsibility to not disclose any information to third parties outside of the school.

Follow the Communication Process to ensure that information is passed onto the correct persons in a timely manner.

INCIDENT

Stop the conversation / interaction immediately and discretely advise the Classroom Teacher verbally of the incident. Ensure this is done on the same day of the incident

FOLLOW UP

Follow up in an email to the Classroom Teacher, School Contact and ARTIE Academy Education Coordinator. Provide details on the day/time, student(s) involved, outline of the incident, if anything was immediately actioned and if action is required

RESOLUTION

If further action is to be taken, the ARTIE Academy Coordinator will work directly with the School Contact to ensure this occurs



ROLE AS A TUTOR

An ARTIE Academy Tutor's role is to **keep the students engaged and completing their work**. You are there to help them with strategies for getting their work done.

The ARTIE Academy is a program that **encourages success through school attendance and classroom engagement**.

Build strong working relationships with the students and the school staff. It is important to take note of the class teacher's learning style.

You need to be **flexible, responsible and adaptable** when working in ARTIE Academy Schools. Changes can occur with students, teachers, curriculum and classrooms.

You are a **Tutor not a Teacher Aide**. If you are requested to do things explain that your role within the school is to assist and tutor.

Complete all procedures are completed accurately and timely including ign on process, timesheet submissions, evaluations.

REWARDING STUDENTS

You can reward students for improved engagement in class, attendance, academic achievement and behaviour.

Processes will be detailed at your School Induction as to where these rewards can be located.

Celebrate student's improvements with School Staff.

There is no point rewarding students each session, they will begin to expect it, reward students wisely.



ATTENDANCE CHALLENGES

Term Challenges are launched at the commencement of each Term.

Students are set goals and are rewarded based on their achievement.

The ARTIE Academy attendance structure is based on physical attendance at school. This does not include explained absences except for the following reasons:

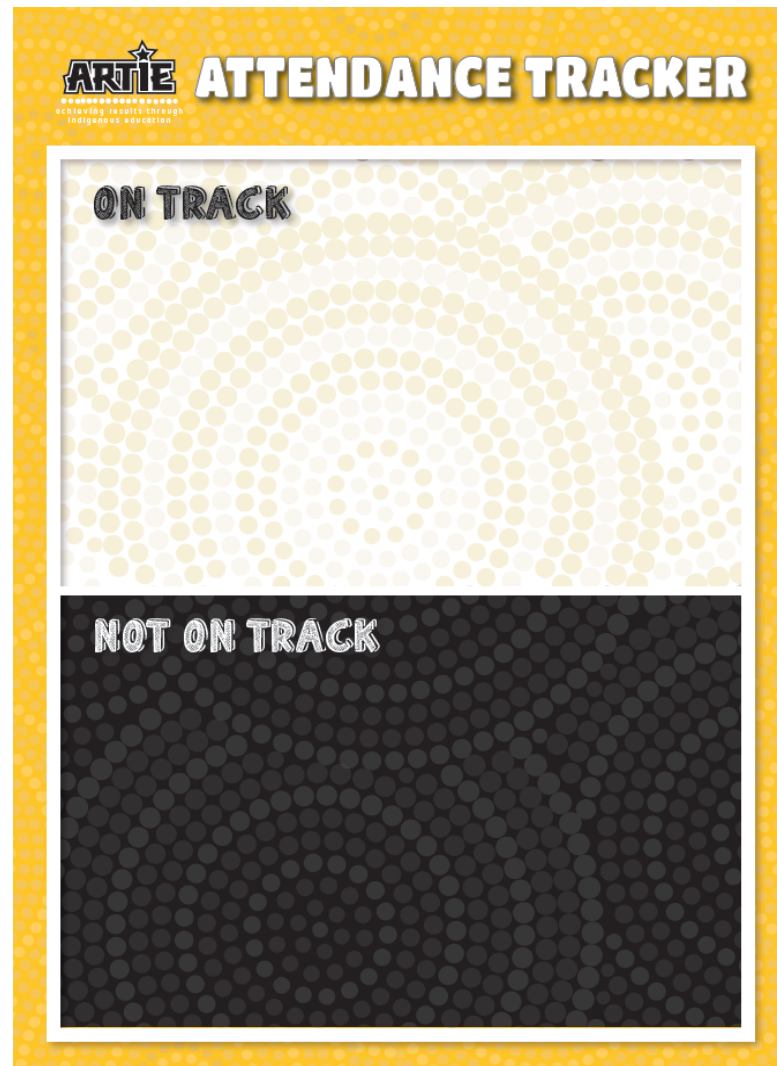
- Representing the School in sport/attending school related events
- Illness (Medical Certificate must be given to the School)
- Unforeseen Family Circumstances which includes family death (School must be notified)

You will be provided with Term Challenge information in your Tutor Folder. Encourage students during tutoring sessions to achieve and remind them of these Challenges.

ATTENDANCE TRACKING

Attendance Charts are used to track students' physical attendance throughout the term and are an indication of how they are tracking in the Challenge.

Attendance Chart locations vary between schools and will be advised to you at your initial tutoring session during your School Induction .



FREQUENTLY ASKED QUESTIONS

What happens at my first tutoring session? You will be provided a School Induction, explaining school procedures and policies as well as the students/classes you will be placed with for the duration of your placement.

Where can I store my personal belongings during my tutoring session? There is limited space available for your belongings further information will be provided at your School Induction.

How do I know what to tutor my student(s)? You are not required to bring or create resources for your student(s). Speak to your classroom teacher about current curriculum, worksheets or materials for the allocated class.

What if my student(s) is absent? If your student(s) is away, other arrangements will be made. This will be discussed at your School Induction as it will differ at each School.

What if I am absent and/or late? It is imperative that you advise the School Contact or ARTIE Academy Education Coordinator if you are going to be absent or late to ensure that other arrangements can be made for your allocated student(s) or classes. If you are required to complete a certain number of tutoring session, any missed sessions will need to be made up in the Make Up Week.

My allocated student doesn't want to be tutored? Should you feel that your allocated student(s) isn't accepting of assistance or refuses assistance, you must advise the classroom teacher and ARTIE Academy Education Coordinator who will work with you on this matter and provide you with techniques to alleviate this.

How else can I get involved to better understand the ARTIE Academy? Familiarise yourself with the Term Challenges to encourage your student(s) to achieve the goals set to them. Attend launches, yarn outs and other events to encourage students to participate.

Can I get evidence of completing my placement and attending the Crossing Cultures: A Hidden History Workshop? At the conclusion of your placement and successful completion a Certificate of Participation will be issued. A Certificate will also be issued by the Department of Training for the Crossing Cultures Workshop if you attended. These certificate will be issued in **hard copy form only** and information on collection will be emailed to you.

2019 QUEENSLAND STATE SCHOOL CALENDAR

DECEMBER 2018	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
30 31 1	1 2 3 4 5	1 2	31 1 2	1 2 3 4 5 6
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9	3 4 5 6 7 8 9	7 8 9 10 11 12 13
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	10 11 12 13 14 15 16	14 15 16 17 18 19 20
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	17 18 19 20 21 22 23	21 22 23 24 25 26 27
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28	24 25 26 27 28 29 30	28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	30 1	1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30 31	29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2020	
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4	
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11	
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18	
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31	

 School terms
 State school holidays
 Public holidays
 Staff professional development/student free day

COMMUNICATION

The School Contact and the ARTIE Academy Education Coordinator will be your go to for all school specific questions relating to your placement

Specifically, **if you are absent, need to discuss your placement, want to share a good news story or need to discuss sensitive information relating to your student(s)** please ensure you contact both the School Contact and ARTIE Academy Education Coordinator as soon as possible

Should you need to arrange Make Up Tutoring Sessions, you can discuss this directly with the Classroom Teacher however please ensure that the School Contact and ARTIE Academy Education Coordinator are made aware

If you have any feedback relating to your time with the ARTIE Academy or would like to continue tutoring as a volunteer after your placement please contact the ARTIE Team via email only to **ARTIE@fogs.com.au**

ARTIE ACADEMY EDUCATION COORDINATOR

Phil Dennis | PhilD@fogs.com.au

North Queensland

Ayr State High School

Ingham State High School

Far North Queensland

Atherton State High School

Mareeba State High School

FOGS
QUEENSLAND

ARTIE

achieving results through indigenous education