



# Assistant Tutors

UpStage is very keen to promote teaching as a rewarding and enjoyable profession. To that end we are always looking to give interested students (aged from Year 11 at school), experience in assisting our qualified teachers with classes. As we endeavour to make UpStage a quality learning environment it is essential that our assistant tutors are willing to commit to a level of professionalism when in class.

Below is a list of responsibilities for Assistant Tutors. All of these points have been carefully considered and we believe they are reasonable expectations.

Assistant Tutors will:

- Arrive at least 10 minutes before the commencement of class unless pre-arranged with the class teacher.
- Lead in the involvement of at least two 'warm-ups' and 'wrap-ups' prepared for each class. These need to be varied from week to week. (For help with this ask Ann or the class teacher you are working with for some Drama Game/Exercise resource books).
- Assist the teacher in supporting students' needs during the lesson ie. Assist with supervision and encouragement of students.
- Demonstrate active involvement in class and initiative in class planning.
- Notify Ann well in advance if unable to attend class.

Tutors will be paid at an hourly rate of \$15.

Naturally students will only be permitted to be an Assistant Tutor for a class of students of a younger age than themselves. You may nominate to be Assistant Tutor for more than one class.

All Assistant Tutor positions will be revised at the end of each term.

If you would like to apply for a position of Assistant Tutor, please fill in the application below and return to UpStage. We love doing what we do and want to give you the opportunity to enjoy it too.



# Application for Assistant Tutor

Name:

Age:

Relevant Experience (if applicable):

Other Work Experience (if applicable):

Based on your availability, the class ages and times below, nominate your preferred class (or classes). Eg 'Beginners'

Class Preference Number 1 .....

Class Preference Number 2 .....

Class Preference Number 3 .....

I ..... have read the above information and understand the responsibilities of Assistant Tutor.

Signed:.....