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| **Position title** | education teacher  |
| Division | Monash College  |
| Classification | Level 7  |
| Employment type | Fixed Term Contract |
| Home / Work location | Clayton |
| Reporting to | Team Leader |
| Date document created/ updated | March 2018  |

Monash College overview

Monash College is the preferred pathway to Monash University for international students.

We are leaders in pre-university education. For over 20 years we have prepared the next generation of global professionals, equipping them to capably succeed at university and in their careers.

Established in 1994, the Company operates as a unique transition education provider focussed on pathway programs which aim to transition students for success at Monash University and into professional careers.MCPL’s education services and products are being offered both onshore and offshore through the following business units: Monash College; Monash University Foundation Year (MUFY); Monash University English Language Centre (MUELC); and Professional Pathways Australia (PPA)

Our mission, vision and values

With a focus on best practice in teaching and learning, we strive to provide outstanding education programs and services. Our vision is to deliver student-centred, quality-led growth.

Monash College staff embody our values (PRIDE)

* **Passion:** we are enthusiastic about our work. We take responsibility for our actions and we believe what we do makes a difference.
* **Responsiveness**: we respond rather than react to challenges and proactively adapt to change.
* **Innovation:** we embrace different approaches and have the courage to try new things.
* **Diversity:** we act with integrity and honesty in all of our dealings. We demonstrate respect and strive to create an open-minded, safe and inclusive atmosphere for all.
* **Engagement:** we recognise and value each person’s contribution as we work together to achieve shared goals.

We measure our success through the following objectives (CENTRED):

* **Collaboration:** strengthening internal and external partnerships
* **Efficient**: identifying system and process enhancements to support our multi-campus offerings
* **New opportunities**: a commitment to innovate and experiment
* **Teaching**: to maximise potential of all students
* **Reputation:** promising and delivering quality
* **Empowerment:** making great decisions within a framework
* **Development:** building capability of our people

Unit overview

Monash College offers diploma programs that provide a pathway into the first or second year Monash University degrees. The programs both prepare students for, and are equivalent to, undergraduate study.

Flexible entry points, small class sizes and modern facilities make Monash College an attractive choice for students transitioning to University.

Monash College students can choose to study in Australia, China, Indonesia, Singapore or Sri Lanka.

Position purpose

Reporting to the relevant Team leader, the Education teacher is responsible for the delivery of high quality teaching and learning.

The education specialisation is a pathway to a double degree for Arts, Science & Business Diploma Students.

The Teacher is responsible for teaching and related responsibilities, designing curriculum and teaching improvements, and development of innovative learning activities, assessment opportunities, and examination and moderation tasks.

In addition, the Teacher will assist the Team Leader in program-related administrative tasks and improvement processes.

The focus of the position is on professional, successful and responsive teaching operations in the Melbourne-based Monash College and involvement in support mechanisms as required. Melbourne based teaching of Monash College courses is located at Clayton, Caulfield and Peninsula campuses.

The position requires a current Working With Children Check

Key result areas and responsibilities

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

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| **Key result areas** | **Responsibilities** |
| **3.1 Student Centeredness** Effectively implement a Students First approach | 1. Contribute, though the provision of excellent teaching, to student satisfaction with their learning experiences
2. Support students in receiving appropriate, regular, timely and relevant support in areas such as study skills, progression, subject choice, resource utilization, acclimatisation to Australian customs, and University pathway information
3. Teaching style and methodology are suited to a range of student needs and learning styles
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| **3.2 Teaching Quality**Achieve the highest teaching and learning standards | 1. Teaching is conducted professionally, effectively and efficiently
2. Student-centred teaching and learning principles are utilised in classroom practice and in development of teaching and assessment materials
3. Effective and timely participation in MCPL performance development process
4. Constructive participation in management systems and processes as required, e.g. meeting attendance, regular liaison with fellow teachers to ensure equivalent practices and standards across classes, and student feedback mechanisms are conducted and reported
5. Contribution to achieving company values through highest quality teaching
6. Periodical analysis and reflection of results is undertaken
7. The highest level of ethics is maintained in dealing with young people
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| **3.3Professional Development**Development of career skills and identifying opportunities for self-improvement | 1. Continuous improvement in teaching subject specific expertise and general teaching skills
2. Engagement in ongoing professional development that meets performance needs
3. Participation in a range of innovative and appropriate professional development activities such as peer review and coaching, team teaching, professional action inquiry teams and research where relevant
4. Attendance at professionally relevant activities including conferences, seminars, workshops etc
5. Receive and undertake ongoing reflection on peer and student feedback
6. Maintenance of a teacher’s portfolio on reflections, actions, skill developments, thoughts from professional reading and achievements.
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| **3.4 Student progress, assessment and reporting**Perform the associated tasks for monitoring, measuring and reporting students’ progress, assessment and attendance | 1. Ongoing student assessment in accordance with unit/course requirements
2. Regular reporting of student attendance
3. Assist students to find information regarding MC unit/course and progression
4. Effective and timely marking of student’s work as detailed in the curriculum
5. Inappropriate student behaviour is reported in writing to the Team leader in a timely manner
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| **3.5 Curriculum Improvement and Development**Participate in processes of improvement to teaching and learning and development of curriculum | 1. Participation in improvement of curriculum materials and teaching methods as required by Team leader
2. Effective collaboration with a team in a discipline to achieve continuous improvement in curriculum development
3. Curriculum development for new discipline subjects and/or Diplomas undertaken as required by the Team leader
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| **3.6 Teaching and Quality Standards and Standing**Support achievement of academic and quality standards | 1. Academic standards are consistently maintained in line with other trimesters, other Monash College sites, Monash University sites and other education providers
2. Subject content reflects best teaching practice within relevant discipline / area
3. Participation in assessment development and moderation as required
4. Teaching practice is congruent with program and curriculum guidelines
5. Involvement in regular monitoring, improvement, development, and evaluation of curriculum and course materials
6. Documentation provided and records maintained
7. Involvement in appropriate research where necessary, which may include material collection, dissemination, and curriculum or teaching innovation
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| **3.7 Business Development**Support the growth of Monash College student numbers and subject offering | 1. Achievement of Company targets is supported by improvements in technology, teaching and learning
2. College vision and direction (as clearly communicated by the Director Monash College) is supported
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| **3.8 Work Ethics**Support and foster Company values and culture systems | 1. Employees exhibit values and behaviours consistent with the ethos of the profession and the Company
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Key selection criteria

The successful applicant will demonstrate the following key selection criteria of the role:

Qualifications and relevant work experience:

* A relevant tertiary qualification and teacher training qualification.
* Work experience within the discipline area and knowledge of current methods, practices and developments within the discipline area.

Essential experience, knowledge and skills required:

* Knowledge and application of successful approaches to teaching, learning and curriculum in a transition education environment.
* Ability to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students.
* Experience and an understanding of the learning needs of international students.
* Experience in the effective and efficient application of technology in teaching and learning.
* Ability to develop and maintain productive working relationships with other Teachers and management.

**Other information**

* Applicants must be eligible to work in Australia
* Occasional travel between campuses may be required.
* Labour Day, Queen's Birthday and Melbourne Cup day are normal working days, without penalty payments for time worked. Five days leave (accrued at 1⅔ per public holiday worked) will be granted in lieu, to be usually taken on the days falling between Christmas Day and New Year's Day.
* The position require a current Working with Children Check or VIT registration.

Position description agreement

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I will perform to the best of my ability the duties consistent with the position description above, which I understand may be amended from time to time.

**FULL NAME** ………………………………………………………………………………...

**SIGNATURE** ………………………………………………………………………………...

**DATE** ………/………/………

MANAGER

**FULL NAME** ………………………………………………………………………………...

**TITLE** ………………………………………………………………………………...

**SIGNATURE** ………………………………………………………………………………...

**DATE** ………/………/………