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| **POSITION TITLE** | **MONASH UNIVERSITY FOUNDATION YEAR** |
| Subject(s) | Accounting and Economics |
| Division | Monash University Foundation Year |
| Classification | MUFY Teacher  |
| Employment type | Fixed Term, Full Time |
| Home work location | City, 222 Bourke Street |
| Reporting to | Discipline Leader - Business |
| Date document created/ updated | May 2017 |

1. **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.

Monash College in Australia is owned by [Monash University](http://www.monash.edu/), Australia's largest international university. Playing a key role in the delivery of the University's global engagement, we provide a range of services that align with the high-quality standards of the University.

We specialise in the delivery of [academic programs](http://www.monashcollege.edu.au/courses) designed to support successful transition to University study. We also provide an extensive range of English tuition designed to support and enhance student’s English language skills. These programs are also tailored for delivery to industry, government and business. With our network of industry connections, we provide [work experience programs](https://ppa.edu.au/) and professional placement initiatives. Through the strength of these partnerships, Monash College provides students with world-standard programs and a truly global approach.

Find out more about joining our team by visiting [monashcollege.edu.au/careers](file:///C%3A%5CUsers%5Cpriscild%5CDownloads%5Cmonashcollege.edu.au%5Ccareers)

1. **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 atmostphere 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
1. **Unit overview**

## Monash University Foundation Year

Monash University Foundation Year is a pre-university generalist academic program for international students who aspire to study at Monash University. Based at our Melbourne City campus, our program is developed in conjunction with Monash academics and offers guaranteed entry to the first year of all ten Monash University faculties (upon achieving the required entry score and satisfying degree prerequisites).

Our programs adhere to strict educational benchmarks in teaching and innovation. Delivered by highly qualified, experienced and supportive teachers, students gain confidence in the independent learning and critical thinking styles expected at Monash University.

1. **Position purpose**

Drawing on a technology rich environment, a Foundation Year Teacher will provide a high standard of teaching to deliver the Monash University Foundation Year curriculum and address the individual learning needs of a diverse range of students. A Foundation Year teacher may be required to teach multiple subject areas dependent on their qualifications.

1. **Key result areas and responsibilities**

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| **KEY RESULT AREAS** | **RESPONSIBILITIES** |
| Student Centered Learning & Teaching | * Teach prescribed Monash University Foundation Year curriculum in qualified subject area(s) using, where appropriate, a range of educational technologies to facilitate motivation, enjoyment and learning for each student;
* Monitor attendance and establish and maintain clear and consistent academic and conduct expectations for students in the classroom;
* Actively engage in continuing professional development, including mentoring beginner teachers when required;
* Actively participate in staff and team meetings, events, excursions and the Monash University Foundation Year pastoral program;
* Participate and contribute with other teachers in the development, implementation and evaluation of Monash University Foundation Year curriculum and policy;
* Identify and address areas of need for individual students, liaising where necessary with relevant staff;
* Plan, monitor, evaluate and report on student progress to other teachers and students via written reports and teacher/student interviews.
* Actively participate in the planning and preparation of teaching and learning resources, moderation of assessments and exams. For Level B and Level C this may include coordination of marking activities.
* Provide classroom cover for absent teachers by taking allocated Extras as required.
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| Stakeholder engagement | * Establish and maintain effective working relationships with internal and external stakeholders.
* Work collaboratively with all Foundation Year and the broader College staff to achieve business unit and organisational objectives.
* Ensure internal and external communications are effective, appropriate and timely.
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| Engagement in professional development activities | * Effective and timely participation in Monash College’s Foundation Year performance development process (PDP)
* Engagement in ongoing professional development activities to meet performance needs (e.g. training, conferences, seminars and workshops).
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| Work ethic | * Model behaviours consistent with the College’s values and mission.
* Actively promote, encourage and demonstrate a strong customer service ethic.
* Actively contribute ideas and work collaboratively.
* Support the Company’s vision and direction in all communications.
* Ability to embrace change in a positive and professional manner
* Respects and values diversity in all interactions
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1. **Key selection criteria**

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

**Essential Qualifications**

* 3-year Bachelor or higher degree (i.e. Masters or Doctorate) in relevant subject area

Plus EITHER

* B.Ed., Dip. Ed., Dip. Ed. Studies, 2-year Teaching Cert.

OR

* at least two years senior secondary, VET college or university teaching experience.
* Current Victorian Institute of Teaching Registration or Working with Children Check

**Essential Experience and Knowledge**

* Significant experience working with students from culturally and linguistically diverse backgrounds.

**Essential Skills and Competencies**

* Exceptional interpersonal, written and communication skills;
* Demonstrated ability to build and maintain positive relationships with students, parents, teaching staff and wider Monash College teams;
* Well developed classroom planning and teaching skills
* Proven capability to effectively integrate technology into the teaching curriculum to facilitate motivation, enjoyment and learning for each student;
* Ability to draw on professional knowledge and teaching practice to achieve quality academic outcomes for students;
* Effective experience mentoring beginner teachers
* Proven ability to identify and support overall performance through pastoral care programs

**Desirable**

* First Aid Certificate
1. **Personal attributes**
* Flexible, with the ability to adapt to and embrace change
* Commitment to continuous improvement and fosters innovation
* Strong team player with a collaborative approach
* Commitment to lifelong professional learning and excellence in teaching
* Active member of teaching profession, e.g. membership of subject association
* Demonstrates Monash College’s values – PRIDE
	+ - Passion
		- Responsiveness
		- Innovation
		- Diversity
		- Engagement
1. **Other information**
* For those with a pending VIT registration a Working with Children Check will be required for this position
* Applicants must be eligible to work in Australia.
* Taking of leave (outside of non-attendance) is limited, any request will be negotiated with your manager to ensure there is adequate coverage for core activities over peak periods.
* Labour Day and Melbourne Cup Day are normal working days, without penalty payments for time worked.