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| **Position title** | RELIEF TeacheR |
| Division | Monash College Diploma Programs |
| Classification | CT1 – 8 |
| Employment type | Full Time Fixed Term  |
| Work location | Clayton (with travel between campuses as required) |
| Reporting to | Teaching and Learning Team Leader |
| Date document created/ updated | April 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.

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 deliver 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%5Cfber0002%5CDownloads%5Cmonashcollege.edu.au%5Ccareers)

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.

Unit overview

Monash College Diplomas

At Monash College Diplomas, we offer a guaranteed pathway into bachelor courses at Monash University. We have five diplomas leading to degrees in arts, art and design and architecture, business, engineering, information technology and science. All students who achieve the required grade are offered a place at the University with full credit into the second year of their degree studies.

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

Position purpose

The Teacher is responsible for providing an exemplary standard of teaching to deliver the required curriculum to a diverse range of students, using flexible teaching practices, including strategic use of technology to address individual learning needs and styles.

Key result areas and responsibilities

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| **Key result areas** | **Responsibilities** |
| **Develop and deliver high quality education program** | * Establish specific and measurable learning outcomes for students for units of teaching within the Diploma.
* Plan, develop and deliver teaching and learning materials that support students’ critical thinking and independent learning skills, using current educational pedagogies that incorporate blended learning practices
* Adapt teaching practices and resources to address group and individual needs, taking into account academic, cultural, linguistic, social and emotional factors that affect student learning.
* Monitor, evaluate and report on individual student progress, to inform future teaching practices and assessment strategies, including specific and timely feedback.
* Promote positive academic and social behaviour of students e.g. monitor student attendance and class participation, and minimise disengagement and misconduct through clear, regular and consistent communication of student / teacher expectations.
* Develop assessment and exam materials for assigned Units of teaching within the Diploma, including Part 1 exams and assessment kits.
* Undertake exam marking and ensure timely completion of all resulting and other documentation related to student assessment.
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| **Support and contribute to a continuous improvement culture** | * Ongoing review and assessment of the effectiveness of own teaching e.g. self-review, peer observations, student feedback, active participation in performance development (PDP) and identifying / undertaking and sharing relevant professional learning.
* Establish and exercise a ‘continuous improvement approach’ in collaboration with colleagues, in order to address key educational issues and improve educational outcomes e.g. teaching practice, curriculum design, resource creation, policy development..
* Focus on building the quality of teaching programs and enriching the student learning experience to support successful transition to University and the professional environment.
* Provide an optimum student learning environment through ensuring a focus on the individual needs of learners and responding appropriately to students at risk, liaising with Learning Consultants and other key stakeholders, as required.
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| **Maintain quality of teaching standards and student learning outcomes** | * Monitor academic standards in line with Monash University and other educational providers, ensuring curriculum delivery adopts best teaching practice.
* Support innovation in teaching and learning delivery, including a desire to integrate digital technology into teaching practices to facilitate engagement, motivation and positive learning outcomes for students.
* Maintain an active awareness of developments in learning and teaching within the Company and in the wider educational context.
* Promote the ‘quality’ of Monash College programs to key stakeholders e.g. alignment to Monash University curriculum and reputation, academic qualifications and teaching experience of staff, and successful track record of student progress to Monash University and other providers.
* Foster the Company’s value systems in all professional undertakings.
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| **Student engagement** | * Provide regular opportunities for students to seek and receive support for their learning. Promote student wellbeing, working collaboratively with Learning Consultants and the Learning Engagement Team as required.
* Use existing data and classroom observations to identify and engage with students at risk, providing support for their learning and personal well-being by working collaboratively with Learning Consultants and other key stakeholders.
* Align learning resource creation with current student engagement findings.
* Promote active participation of all students in Unit Evaluation processes.
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| **Projects and support** | * Undertake and participate in a range of academic and co-curricular activities that will contribute to the continuous improvement of the Monash College Diplomas community.
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| **Engagement in professional learning processes** | * Continuous improvement in learning and teaching practice to support student learning, drawing on discipline specific expertise to assist with development and enhancement of learning support materials.
* Effective and timely participation in the Monash College Diplomas performance development process (PDP).
* Participation in a range of appropriate professional learning activities e.g. peer review and coaching, team teaching, unit/discipline based projects and research, where relevant.
* Attendance at relevant professional learning activities, including conferences, seminars and workshops.
* Receive and undertake ongoing reflection, based on peer and student feedback.
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Key selection criteria

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

Qualifications

* A minimum undergraduate degree with a major in the designated teaching area.
* An appropriate teaching qualification, and in particular a qualification(s) enabling VIT registration or above will be highly regarded.

Essential experience and knowledge

* Sound relevant work experience in the discipline area and knowledge of current learning and teaching methods, practices and developments within the discipline area.
* Knowledge and application of successful approaches to learning, teaching, curriculum design and delivery, and assessment practices in a transition education or similar environment.

Essential skills and competencies

* Demonstrated passion and commitment to own professional learning and to improve student learning.
* The ability to adapt teaching practices to suit group and individual learning needs, including working with students from culturally and linguistically diverse backgrounds.
* Proven capability to use a range of teaching practices to engage students and sustain positive learning outcomes.
* Ability to develop and maintain collaborative working relationships with other teachers, general staff, leaders and management. .
* Ability to contribute to continuous improvement approaches in learning and teaching, both independently and as part of a team.
* Demonstrated ability in the use of digital technology to facilitate student learning and the successful use of learning management systems (e.g. Moodle, Blackboard).
* Sound information and digital technology skills, to support effective workplace collaboration and allow contribution to the development of learning materials.
* Highly developed communication skills.

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
* Demonstrates the Monash College values of PRIDE:
	+ - Passion
		- Responsiveness
		- Innovation
		- Diversity
		- Engagement

Other information

* A Working with Children Check will be required for this position (*provided by Monash College*). (NB: only provided by Monash College for continuing or fixed-term employees with contract of two or more years)
* Applicants must be eligible to work in Australia.
* Number of direct reports (if applicable)
* Occasional travel between campuses is required.
* Taking of annual leave during peak periods are limited, and any request for leave is to be negotiated with your Manager to ensure there is adequate coverage for core activities over peak periods.
* 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 Years Day.
* The incumbent may be required, on occasions, to work outside normal business hours.
* (For Clayton based positions) A [parking permit](https://parkingpermit.connect.monash.edu.au/ParkingPermit/permit.do) is required at the Clayton campus during the weekdays, and there are also short-term parking zones around the campus.