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| **Position Title** | **Curriculum And Learning Specialist**oundation Yea |
| Division  | Curriculum and Assessment |
| Classification | General Staff Level 7 |
| Employment type | Fixed term, Full time |
| Work location | City, 271 Collins Street |
| Reporting to | Program Lead, Program Development and Innovation  |
| Date document created/ updated | April 2019 |

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 by visiting our Monash College Website <https://www.monashcollege.edu.au/>.

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

## **Product Development and Innovation**

Product Development and Innovation (PDI) is responsible for development of curriculum and learning resources, assessment design and educational innovation. PDI undertakes teaching and learning projects to support the development of college programs globally.

Position purpose

The Curriculum and Learning Specialist provides leadership in the design and development of curriculum and assessment across college programs. The Curriculum and Learning Specialist develops and creates course content, teaching and learning activities, and assessment and supporting materials based on the understanding, articulation and implementation of best practices. As a member of the Product Development and Innovation team, the Curriculum and Learning Specialist makes evidence-based decisions using engagement, academic and performance data and stakeholder feedback to effectively support, make recommendations and implement strategies for improvement across programs.

Key result areas and responsibilities

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| **Key result areas** | **Responsibilities** |
| **Curriculum and Assessment** | * Lead, facilitate and contribute to the design, review and development of units of study for year 12 equivalent and tertiary programs adhering to relevant regulatory standards.
* Develop curriculum and assessment materials in area of expertise for use across Monash College programs.
* Identify relevant, up-to-date learning resources appropriate to the subject area, especially for students where English is not the first language.
* Provide teaching guides and contemporary teaching strategies for implementation of units of study within the specialised area of expertise.
* Write internal and external assessments (including unit examinations), and provide training/coaching to providers in assessment criteria and sample assessment tasks for subject area.
* Engage in the examination workflow.
* Engage in the scoping and development of new products.
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| **Quality Assurance** | * Provide leadership in quality assurance processes for internal and external assessment and coursework including vetting and moderation.
* Ensure continuous improvement in all learning and teaching.
* Report on student performance, academic programs and specific curriculum and assessment items.
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| **Teaching and Learning** | * Identify professional learning needs and develop programs to support staff delivering curriculum globally.
* Create, collate and distribute supporting materials for teachers, including webinars and workshops.
* Identify partner and program teaching and learning needs and implement strategies for improvement.
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| **Stakeholder engagement** | * Establish and maintain effective working relationships with internal and external stakeholders.
* Work collaboratively with the eLearning team 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 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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Key selection criteria

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

## **Qualifications**

Postgraduate tertiary qualifications in Education and evidence of study in one or more of the following subject areas: English, EAL, Humanities, Science, Business, ICT or Mathematics.

## **Essential Experience and Knowledge**

Ability to work on multiple projects simultaneously under deadlines.

Understanding of the needs of international students.

Excellent knowledge of the senior secondary /pathway programs in Australia.

Assessment development and/or course writing experience.

Experience developing innovative curriculum materials within a technology-enhanced learning environment.

A track record of teaching experience and curriculum development.

## **Essential Skill and Competencies**

Ability to design, develop and deliver curriculum and supporting documentation.

Highly developed verbal and written communication skills, with the ability to build and maintain relationships with internal and external stakeholders, locally and globally.

Experience in supporting the learning of young people, particularly those from diverse cultural backgrounds with English as an additional language.

Intermediate/Advanced skills in Microsoft Word.

Knowledge of international education issues.

Knowledge of current issues in the design and delivery of programs from a global perspective within the tertiary education sector.

Experience in the design of student-centred learning experiences and curriculum.

Experience or aptitude for technology enhanced learning.

Demonstrated ability to analyse and interpret a complex range of information and to address and make recommendations on the information.

Demonstrated high level independent judgement, negotiation and problem solving skills.

Demonstrated ability to plan and deliver academic professional development programs.

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 Monash College’s values – PRIDE

Other information

Working with Children Check is required for this position.

**Applicants must be eligible to work in Australia.**

**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 Year’s Day.**

**The incumbent may be required, on occasions, to work outside normal business hours.**