POSITION DESCRIPTION

**Position:** Lecturer, Mathematics and Physics. Contract position (0.8 fraction to full-time) commencing 1 August 2016 for 12 months, with the possibility of extension to an ongoing position

**Department:** Pathways School

**Reporting to:** Subject Leaders of Mathematics and Physics

**Directly Supervising:** nil

**Salary Range:** TCFS B2 – B4: FTE $66,777 to $74,284 plus 10% Superannuation and Leave Loading 17.5%

**Contact:** Dr Sasha Cyganowski (Subject Leader, Mathematics 2)
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**Date:** May 2016

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POSITION SUMMARY

Trinity College Foundation Studies is a pre-university course within the Pathways School at Trinity College that prepares overseas students for entry to the University of Melbourne and other universities. The course emphasises independent learning, and lecturers need to develop rapport with students.

The lecturer in this position will deliver weekly tutorials in the Mathematics 2 and Physics subjects and also demonstrate in the Physics laboratory.

Mathematics 2 provides students with the skills to succeed in university courses requiring a high level of analytical and logical thought such as required in science, engineering or actuarial studies, and how to effectively communicate mathematical ideas.

The objective of the Physics subject is to develop the students’ knowledge, skills and understanding of Physics concepts. The course is taught with a high emphasis on mathematical analysis to problem solving. In the Physics laboratory, the demonstrator will assist the students in setting-up, collecting and analysing data, and also writing up a formal report at the end of each session. Error analysis is highly emphasised.

In each of these elective subjects, students have one lecture and one tutorial per week. These are 90 minutes in duration. Physics students also have three-hour laboratory classes. The successful applicant will provide one laboratory session and up to nine tutorial classes per week to approximately 15 students in each class.
This role is responsible for the delivery of the (approximately Year 12) curriculum in the form of classes. Additionally, there is marking of student examinations and other forms of assessment, availability to students for consultation, report writing, mentoring, staff meetings and other duties relating to the subjects and the broader program.

**SELECTION CRITERIA**

**Essential (Lecturer):**
1. A tertiary qualification relevant to the disciplines.
2. A formal qualification in the delivery of education and one year of teaching experience (Multiple years of relevant teaching experience may substitute for the qualification.)
3. Experience in teaching at Foundation Studies level, VCE or equivalent, or at University level
4. High-level interpersonal and communication skills (written and oral), and their use within a culturally diverse education community or similar environment
5. A commitment to academic excellence and an understanding of Australian educational practices
6. Capability of guiding students in use of iPad technology and online learning environments
7. Well-developed computer literacy and familiarity with computer-interfaced experiments and graphing packages

**Essential (Demonstrator):**
1. Demonstration of standard experiments and instrument use
2. Understanding of the theory behind the experiments and being able to discuss the theory in depth with the students
3. Capability of overseeing up to five different sets of experiments during each session

**Further Information:**
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- Applicants must have an understanding of and commitment to compliance of Occupational Health and Safety requirements.
- The successful applicant must have, or be in the process of securing, a Working with Children approval or equivalent registration.

**KEY RESPONSIBILITIES**

1. Prepare and deliver tutorials.
2. Mark examinations and other forms of assessment.
3. Provide individual attention to assist students outside class times.
4. Assess academic progress and write two reports per student.
5. Mentor a group of students and write one report per student.
6. Maintain confidential records and perform administrative tasks related to teaching.
7. Assist with student orientation activities.
8. Attend occasional staff meetings.
9. Assist students in setting up experiments, collecting and analysing data, and report writing.
10. Monitor and ensure safe practices during student laboratory classes.
OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the workplace.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,000 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, which encompasses Trinity College Foundation Studies, a course which prepares able overseas students for undergraduate entry to the University of Melbourne and other Australian universities; the Young Leaders Programs for domestic and overseas secondary school students; and various short courses and conferences.
- Trinity College Theological School, which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity