POSITION DESCRIPTION

Position: Lecturer, Mathematics 1
Department: Foundation Studies
Reporting to: Subject Leader of Mathematics 1
Directly Supervising: nil
Salary Range: TCFS Level B1 – C1
Contact: Andrew Oppenheim Email: aoppenheim@trinity.unimelb.edu.au
Date: June 2017

POSITION SUMMARY

Trinity College Foundation Studies is a pre-university course that prepares international students for undergraduate entry to the University of Melbourne and other universities. The course emphasises independent learning, and teaching staff need to develop rapport with students. The first language of most students is not English.

The objective of the Mathematics 1 subject is to develop mathematical knowledge and skills in areas including pre-calculus, calculus, matrices, statistics and probability, as preparation for a wide variety of undergraduate courses. Students have one lecture and one tutorial per week.

Much of the work relates to the delivery of tutorials. The tutorials are 90 minutes in duration, and approximately 15 students are in each tutorial. Delivery of large-group lectures might be required also. Additionally, the lecturer offers consultation outside of their class times, marks exams and other forms of assessment, writes reports and completes other duties relating to the subject and the broader program.

Class allocations usually are for an entire course. The allocation for each weekday depends on the overall timetable, and is within either an 8:00 am to 4:00 pm frame or a 9:30 am to 5:30 pm frame.
SELECTION CRITERIA

Essential:
1. A formal qualification in the delivery of education
   (Multiple years of relevant teaching experience may substitute for the qualification.)
2. Experience in teaching Mathematics at Foundation Studies level (VCE or equivalent) or at university level
3. High-level interpersonal and communication skills (written and oral) and their use within a culturally diverse education community or similar environment
4. Capacity to reflect on and improve professional knowledge and practice, and an understanding of Australian educational practices
5. Capacity to guide students in use of iPad technology and online learning environments
6. A tertiary qualification relevant to the discipline
7. Australian citizenship or permanent residency, or a valid work permit or visa

Further Information:
• If called for interview, applicants will be required to bring originals or certified copies of academic and other qualifications, and to show evidence of residency status.
• 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 VIT registration.

KEY RESPONSIBILITIES

1. Prepare for and deliver classes, mostly tutorials, based on materials provided.
2. Provide individual attention to assist students outside class times.
3. Mark exams, assignments and other forms of assessment.
4. Monitor, evaluate and report on students’ academic progress.
5. Engage in the College’s student mentoring program.
6. Maintain confidential records and perform administrative tasks related to teaching.
7. Contribute to ongoing program development.
8. Contribute to co-curricular activities.
**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**

Trinity College is a vibrant, diverse community inspiring and enabling students of exceptional promise to imagine and achieve a better world.

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 2000 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate students of the University of Melbourne.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a unique course which prepares high-achieving international students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Summer Schools for domestic and overseas secondary school students; and various short courses and conferences.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

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, Property and Facilities, and Finance. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole. The College employs around 300 FTE staff and 100 casual staff.

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, Society*