



**TRINITY COLLEGE**  
THE UNIVERSITY OF MELBOURNE

## POSITION DESCRIPTION

<b>Position:</b>	Lecturer, Literature
<b>Department:</b>	Foundation Studies
<b>Reporting to:</b>	Literature Subject Leader
<b>Directly Supervising:</b>	nil
<b>Salary Range:</b>	Level B3 - FTE \$73,482 plus 10% Superannuation and Leave Loading 17.5%
<b>Contact:</b>	Sashi Nair, Subject Leader of Literature – (03) 9348 7529
<b>Date:</b>	July 2018

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## POSITION SUMMARY

The Trinity College Foundation Studies Program (TCFS) is a pre-university course that qualifies overseas students for entry to the University of Melbourne and other universities. Literature is a core component of TCFS.

The successful candidate will be responsible for the preparation and delivery of the Literature curriculum in the form of tutorial classes in the August Main and August Extended intakes. Additionally, they will be required to prepare and administer assessment, correct student assignments and exams, submit student results, and to attend staff meetings, including meetings to monitor the academic performance of students. Lecturers in Literature are also expected to be available to students for consultation, mentoring, and other duties relating to the subject and the broader program.

## SELECTION CRITERIA

### Essential:

1. Relevant tertiary qualification
2. Demonstrated work experience in teaching Literature at Foundation Studies Level, VCE or University level
3. Capability of using and engaging students with iPad technology, used by students in the Trinity classroom and incorporating this technology as part of the curriculum program
4. High level interpersonal and communication skills (written and oral) at all levels within a culturally diverse education community or similar environment
5. A commitment to academic excellence and an understanding of Australian educational practices
6. Demonstrated experience maintaining confidential records and performing administrative tasks related to teaching
7. Well developed computer literacy using Microsoft Office applications

### 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 must have a teaching degree or a minimum of two years of experience teaching international students
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview
- The successful applicant must secure, or be in the process of securing, a Working with Children approval or equivalent registration

## **KEY RESPONSIBILITIES**

The Literature Lecturer will:

1. Collaborate with colleagues to assist in developing and delivering existing Literature courses which incorporate genres including popular culture, short stories, poetry, the novel and a play. The successful candidate will facilitate the development of the language and critical thinking skills of students, including reading and analysis, structuring grammatically correct sentences, writing paragraphs and essays, improving vocabulary, and using evidence.
2. Provide adequate assistance for students outside class time
3. Mark homework assignments, classroom assessment pieces and exams
4. Write academic reports in more than one intake
5. Contribute to ongoing curriculum development
6. Attend departmental meetings
7. Participate in the College's Student Mentoring Program
8. Write mentor reports
9. Assist in student orientation activities; and
10. Attend staff meetings and conferences.

## **CHILD SAFETY**

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

## **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 work place.
- 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 2,500 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.
- Trinity College Foundation Studies (TCFS), a course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- 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.
- Young Leaders Programs for Australian and overseas secondary school students.

- Various short courses.

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, Society*