



POSITION DESCRIPTION

Position: Lecturer, Drama

Department: Foundation Studies

Reporting to: Drama Subject Leaders

Contact: Rosemary Blight or Steven Smith

Date: March 2023

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. TCFS Students study two compulsory core subjects, which are English (Literature, Drama and English for Academic Purposes) and History of Ideas.

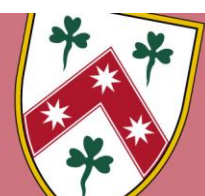
Drama aims to develop communication skills, particularly in using English language within the Australian social, cultural and academic context. The curriculum also fosters imagination, develops self-confidence, encourages initiative, develops leadership, and promotes a collegiate spirit.

The curriculum content is broad and can take many forms, delivery method is via weekly tutorials with approximately 15 students. Additionally, there is administration of assessment and correction, report writing, staff meetings to monitor the academic performance of students, availability to students for consultation, and other duties relating to the subject and the broader program.

SELECTION CRITERIA

Essential:

1. Relevant tertiary qualification.
2. Demonstrated work experience in teaching students Drama at Foundation Studies Level, VCE or University level.
3. Capability of using and engaging students with Surface Pro 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. Demonstrated experience of positively contributing to and working within a team environment and independently.
8. Well-developed keyboard skills and computer literacy in Microsoft Applications and capability to operate audio visual equipment.





9. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

KEY RESPONSIBILITIES

1. Develop, prepare, and deliver the Drama curriculum in the form of tutorials.
2. Provide adequate academic assistance for students outside class time.
3. Mark assessment performances and exams.
4. Write two term reports and mark examinations.
5. Contribute to ongoing program development.
6. Meet regularly and collaborate with colleagues.
7. Attend departmental and all staff meetings.
8. Participate in the College's Student Mentoring Program.
9. Contribute to the care of students in a way that is consistent with the school's duty of care and be the first point of contact in matters of pastoral care.
10. Inform the Student Wellbeing and Academic Administration teams about any of their students that require attention to social, emotional and/or learning needs, and then assist in the ongoing monitoring of those students.
11. Assist in student orientation activities.
12. Undertake relief teaching for staff on leave if available.

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.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

CHILD SAFETY

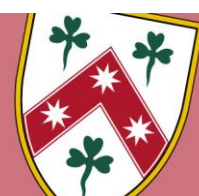
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social, and moral development of the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

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.





- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.
- Provide a consultative structure where staff can participate in regular meetings to discuss OHS issues.

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

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- 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.
- Trinity College Theological School (TCTS), which, through the [University of Divinity](#), offers high-quality, accredited degrees and diplomas, and also serves the wider community by offering professional development workshops, seminars and lectures in our [Continuing Education](#) program.

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 – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. 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

