



## POSITION DESCRIPTION

<b>Position:</b>	Lecturer, Mathematics 1
<b>Department:</b>	Pathways School
<b>Reporting to:</b>	Subject Leader of Mathematics 1
<b>Salary range:</b>	B3 – C1 FTE \$81,879 - \$89,823 plus 17.5% leave loading plus 10.5% superannuation
<b>Contact:</b>	Dr. Leigh Humphries, Subject Leader - Mathematics 1 <b>Email:</b> <a href="mailto:lhumphri@trinity.unimelb.edu.au">lhumphri@trinity.unimelb.edu.au</a>
<b>Date:</b>	March 2023

---

## 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.

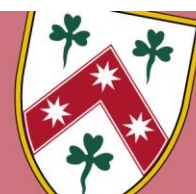
The objective of the Mathematics 1 subject is to develop mathematical knowledge and skills in areas including pre-calculus, calculus, matrices, statistics and probability, as preparation for a wide variety of university courses. In this subject, students have one lecture and one tutorial per week. These are 90 minutes in duration, and approximately 15 students are in each tutorial. The first language of most students is not English, and there is an emphasis on improving communication of mathematics in English. Much of the work in this role will be related to the delivery of the curriculum in the form of tutorials, but there may be opportunities to deliver lectures as well.

Class allocations usually are for an entire course. The allocation for each weekday depends on the overall timetable and is within either an 9:00 am – 5:30 pm or a 10:00am - 6:30 pm timeframe. Additionally, the lecturer will offer consultation outside of their class times, mark exams and other forms of assessment, write reports and complete other duties relating to the subject and the broader program.

## SELECTION CRITERIA

### Essential:

1. A tertiary qualification in Mathematics or a related discipline
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. 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 computer literacy, including the capability to guide students in the use of iPad technology and online learning environments

#### **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.

#### **KEY RESPONSIBILITIES**

1. Prepare and deliver tutorials and lectures
2. Provide adequate academic assistance for students outside class time
3. Mark homework assignments, classroom assessment pieces 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; and
12. Undertake relief teaching for staff on leave if available

#### **CHILD SAFETY**

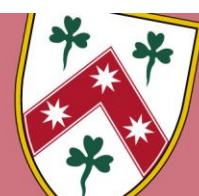
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the 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.

## 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*

