



## POSITION DESCRIPTION

<b>Position:</b>	Lecturer, Literature
<b>Employment type:</b>	12-month fixed term contract commencing January 2025
<b>Work Fraction:</b>	0.6 – 1.0 FTE, subject to student enrolments
<b>Department:</b>	Foundation Studies
<b>Reporting to:</b>	Literature Subject Leader
<b>Salary Range:</b>	Level B3 – C1 FTE \$86,791 – \$95,212 (dependent on qualifications and experience) plus 11.5% superannuation and 17.5% leave loading
<b>Contact:</b>	Mark Nixon – Literature Subject Leader
<b>Date:</b>	November 2024

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## POSITION SUMMARY

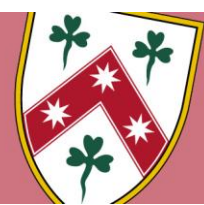
The Trinity College Foundation Studies Program (TCFS) is a pre-university course that qualifies overseas students for entry to the University of Melbourne and other universities. Literature is a core component of TCFS.

The successful candidate/s will be responsible for the preparation and delivery of the Literature curriculum in the form of tutorial classes and possibly lectures across intakes. Additionally, they will be required to prepare and administer assessments, correct student assignments and exams, submit student results, and 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 teaching Literature at Foundation Studies level, University level and/or VCE.
3. High interpersonal communication skills (written and oral) at all levels within a culturally diverse education community or similar environment.
4. Strong organizational skills with demonstrated ability to prioritize competing tasks, meet deadlines and work under pressure.
5. The ability to positively contribute and work within a team environment in addition to working independently.
6. Demonstrated computer skills using Microsoft Office applications and other software with the ability to learn new systems. Familiarity with tertiary Learning Management Systems is desirable but not essential.
7. An interest in and desire to contribute to the educational vision, values, planning and strategies of the College.





8. An understanding of Equal Employment Opportunity, and commitment to equity and cultural diversity.

### **KEY RESPONSIBILITIES**

1. Collaborate with colleagues to assist in developing and delivering literature courses, incorporating genres including short stories, poetry, a novel, and a play.
2. Facilitate the development of the language and critical thinking skills of students, including reading and analysis, structuring an argument, using evidence to support an argument, and writing essays.
3. Provide adequate academic assistance for students outside class time.
4. Mark homework assignments, classroom assessment pieces and exams.
5. Write two term reports.
6. Contribute to ongoing program development.
7. Meet regularly and collaborate with colleagues on assessment and class design.
8. Attend departmental and all-staff meetings.
9. Participate in the College's Student Mentoring Program.
10. 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.
11. Inform the Student Wellbeing and Academic Administration teams about students that require attention to social, emotional and/or learning needs, and assist in the ongoing monitoring of those students.
12. Assist in student orientation activities.
13. 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.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

### **CHILD SAFETY**

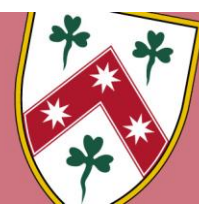
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the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

### **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 1,500 talented students each year 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 one-year 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.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

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

