



## POSITION DESCRIPTION

**Position:** Casual Tutor & Laboratory Demonstrator, Physics

**Department:** PS-Teaching and Learning (214)

**Reporting to:** Physics Subject Leader

**Directly Supervising:** nil

**Salary:** Casual hourly rates as set out in the Educational Services (Post-Secondary) Award 2020.

**Contact:** Dr Fun Lai (ph: 03 8341 0242)

**Date:** July 2025

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## POSITION SUMMARY

Trinity College Foundation Studies is a pre-university course within the Pathways School at Trinity College that qualifies overseas students for entry to the University of Melbourne and other universities. The lecturer in this position will deliver weekly tutorials in Physics and demonstrate in the Physics laboratory.

The objective of the Physics subject is to develop the students' knowledge, skills and understanding of Physics concepts and to prepare them for tertiary studies in this subject. The subject is aimed at Year 11 and Year 12 levels. It is taught with a high emphasis on mathematical analysis to problem solving. In the Physics laboratory, the Demonstrator will assist the students in setting-up, collecting and analysing data, and writing a formal report at the end of each session. Error analysis is highly emphasized.

The students have one lecture and one tutorial per week for all intakes. These are 90 minutes in duration. Physics students also have 3-hour laboratory classes.

## SELECTION CRITERIA

### Essential (Tutor):

1. A tertiary qualification relevant to the role.
2. Demonstrated experience in teaching at Foundation Studies level, VCE or University level.
3. High interpersonal communication skills (written and oral) at all levels within a culturally diverse education community or similar environment.
4. A commitment to academic excellence and an understanding of Australian educational practices.
5. Strong organizational skills with demonstrated ability to prioritize competing tasks, meet deadlines and work under pressure.
6. The ability to positively contribute and work within a team environment in addition to working independently.
7. Well-developed computer literacy and familiarity with computer-interfaced experiments.
8. Capable of engaging students with technology, used by students in the Trinity classroom, and of





incorporating this technology in the curriculum.

9. Demonstrated computer skills using Microsoft Office applications and other software with the ability to learn new systems.
10. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
11. An understanding of Equal Employment Opportunity, and commitment to equity and cultural diversity.

**Essential (demonstrator):**

1. Monitoring and demonstration of standard experiments and instrument use.
2. Being familiar with the theory and technology behind the experiments and being able to discuss in depth the theory with the students.
3. Capable of overseeing up to 5 different sets of experiments during each session.
4. Assisting students in setting-up, collecting and analyzing data, and report writing.
5. Applicants must have an understanding of and commitment to compliance of Occupational Health and Safety requirements.

**KEY RESPONSIBILITIES**

1. Prepare and deliver tutorials and practical classes.
2. Provide adequate academic assistance for students outside class time.
3. Mark homework, assignments, practical reports, assessment pieces and exams.
4. Write term reports and mark examinations.
5. Ensure timely delivery of marks, reports and feedbacks.
6. Contribute to ongoing program development.
7. Meet regularly and collaborate with colleagues.
8. Attend departmental and all staff meetings, and conferences.
9. Participate in the College's Student Mentoring Program and write mentoring reports.
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. Liaise with the Student Wellbeing and Academic Administration teams about any of their students who has social, emotional and/or learning needs, and then assist in the ongoing monitoring of those students.
12. Assist in student orientation activities.
13. Undertake relief teaching for other team members.

**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.

### **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 an 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.

