



Academic Teacher

Position Description

The duties and responsibilities of this position may include each of the itemised activities with specific expectations negotiated from time to time with the Academic Coordinator.

INTRODUCTION

An **Academic Teacher** is expected to make a contribution to the teaching effort of Bond University College at the preparatory and/or undergraduate level, and contribute to the scholarly research, creative and/or professional activities appropriate to their discipline.

All Academic Teachers must have a blue card. Academic Teachers are required to work within Bond University College and University policies and procedures, as amended from time to time.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of an **Academic Teacher** include, but are not limited to:

TEACHING

- Conducting lectures, tutorials, supervised study skills sessions, workshops, practical classes, field excursions, and other appropriate learning activities as required.
- Ensuring that the quality of teaching delivery is of the highest standard by continuously improving teaching performance, methods and materials.
- Subject coordination including providing regular feedback on subjects in need of update and/or revision and contributing to the continuous improvement and effectiveness of administration of teaching and learning.
- Being available for regular and effective consultation with students.
- Preparing and marking assignments and exams, including supplementary/deferred assessments.
- Preparing and submitting accurate and complete final grades within the relevant deadlines.
- Preparing high quality subject delivery and learning support materials and ensuring that these are available to students.
- Ensuring that students are adequately informed regarding the requirements and conduct of learning activities for which they are responsible.

- Participate in professional development and identify opportunities for acquisition of new skills and experience in accordance with Bond University College and University priorities.

TEACHING LOAD

The normal teaching load for an Academic Teacher is determined by the Director in accordance with relevant policy.

ADMINISTRATION & SERVICE

- Participation in the administration of Bond University College and/or provision of leadership and the undertaking of senior administration duties as allocated.
- Contributions to professional activities relevant to Bond University College and the profession/discipline.
- Attendance at College staff meetings and general welcomes during Orientation Week.

REPORTING RELATIONSHIP

The Academic Teachers will report to the Academic Co-ordinator.

RELEVANT EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

Mandatory

An Academic Teacher is expected to have completed a minimum of four years of tertiary study or equivalent. eg Bachelor with Honours, Bachelor and Masters level qualification or a Bachelor and Graduate Diploma.

A Masters level qualification will be highly desirable.

An Academic Teacher teaching into the English Program is expected to also have a recognised TESOL qualification

Experience

An Academic Teacher teaching into the Foundation Program is expected to have two years' relevant teaching experience, including breadth of experience in delivering to students from non-English speaking backgrounds.

UNDERSTANDING OF QUALITY ASSURANCE

Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.

Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.

UNDERSTANDING OF CULTURAL SENSITIVITY

Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.

Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.

UNDERSTANDING OF WHS RESPONSIBILITIES

Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.

All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.

Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. The incumbent will be required to work on other additional tasks, duties and projects as directed/delegated by Management.