Melbourne Graduate School of Education

Casual Tutor

POSITION NO
Multiple

CLASSIFICATION
Appropriate Casual Rates

SUPERANNUATION
Employer contribution of 9.5%

WORKING HOURS
Part Time Casual Hours

BASIS OF EMPLOYMENT
Casual

HOW TO APPLY
Please do not apply via the University’s Careers site. All applications must be submitted via the Casual Tutor Recruitment System (CTRS):
https://ctrs.app.unimelb.edu.au/ctrs/

CONTACT FOR ENQUIRIES ONLY
For questions regarding Subject teaching please contact the relevant coordinator listed in the CTRS. Please direct any system and application queries to:
MGSE-CTRS@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

In this role as a Sessional Tutor, you will prepare and conduct tutorials, consulting with students, undertaking assessment and attending meetings as required by the Subject Coordinator and Course Coordinator. The primary responsibility of a Sessional Tutor is to successfully run and manage their assigned tutorials within the Subject's tutorial program. The tutorial program is an avenue for closer interaction between staff and students and an opportunity for students to:

• review and discuss the reading material;
• work with their peers
• review and discuss key ideas introduced at the lecture;
• practise analytical and reasoning skills; and
• have assessment tasks and criteria clearly explained.

1. Key Responsibilities

- Conduct tutorials to the standard of the MGSE. This includes working with the Subject Coordinator to prepare each tutorial in line with the weekly topic
- Modelling exemplary teaching practice and facilitating informed group discussion relating to the lecture and weekly readings;
- The conduct of tutorials and/or workshops in accordance with MGSE standards;
- Consultation with students up until examination time of the subject or subjects the tutor is involved in;
- Marking exams and other assessment(s) connected with their subject/s including assessment feedback within a three week period and recording attendances;
- Where required, production of teaching materials for students in tutorial group for whom the casual tutor has responsibility;
- Participation in professional development activities organised by the MGSE;
- Administration in accordance with University and MGSE policies;
- Identification and support of students at academic risk
2. Selection Criteria

2.1 ESSENTIAL

- The appointee will have an appropriate academic background with a postgraduate degree with studies in an appropriate field or relevant postgraduate qualification and/or equivalent qualifications/experience.
- Tutors will have experience teaching in the relevant Early Childhood or Primary or Secondary settings and an understanding of the importance of connecting theory to classroom practice.
- Excellent communication and presentation skills;
- Superior organisational and time management skills
- Ability to manage and facilitate informed group discussion;
- Excellent knowledge of the subject matter;
- An ability to work as part of a collegiate teaching team
- A commitment to teaching excellence; and
- Experience with online approaches to learning and teaching, including for assessment and for supporting student needs and engagement, would be desirable

2.2 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- Unrestricted right to work in Australia;

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.
4. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. **Other Information**

5.1 **MELBOURNE GRADUATE SCHOOL OF EDUCATION**

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

5.2 **THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

5.3 **ADVANCING MELBOURNE**

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance