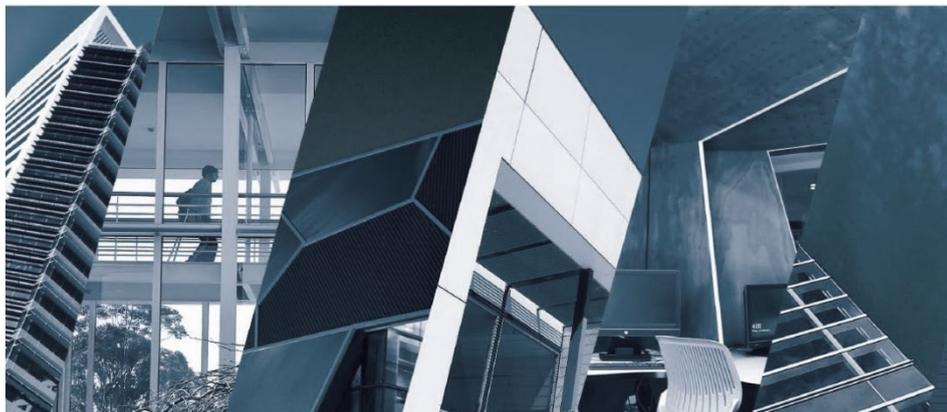


# Position Description



Position title:	Scholarly Teaching Fellow, Mathematics Education
School/Directorate/VCO:	School of Education
Campus:	Mt Helen or Gippsland Campus.
Classification:	<p>Within the Academic Level A3 to A8 range or Within the Academic Level B1 to B3 range</p> <p>Subject to satisfactory performance you will be eligible for annual salary incremental progression to Academic Level B3 in accordance with MSALs.</p>
Time fraction:	Part-time
Employment mode:	Continuing employment
Eligibility to apply:	<p>Applicants must be a current casual Federation University employee with at least one-year academic experience in an Australian University. A person who has previously held a continuing academic appointment is not eligible to apply.</p> <p>As per Clause 8.5 of the Federation University Australia UEA (2019-2021)</p>
Mandatory directions	<p>Directions from Victoria's Chief Health Officer require all Victorian-based Federation University workers to be fully vaccinated, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions.</p>
Further information from:	<p>Dr Stuart Levy, Discipline Leader, School of Education Telephone: (03) 5122 6939 Email: <a href="mailto:stuart.levy@federation.edu.au">stuart.levy@federation.edu.au</a></p>
Recruitment number:	851194

## Position summary

Appropriate to the level of appointment, the Scholarly Teaching Fellow, Mathematics Education will be expected to:

- contribute to the development and delivery of Mathematics Education courses at undergraduate and graduate levels;
- contribute to the delivery and development of online teaching resources;
- contribute to the School's administrative functions; and
- travel to other campuses and undertake multi-campus activities.

### Portfolio

The School of Education offers qualifications from associate degree through to postgraduate levels in (early childhood, primary, secondary and vocational education and training). Our programs operate from campuses at Mt Helen, Gippsland, Berwick and Horsham in partnership with community education providers and schools across Victoria, interstate and internationally.

Our academic and professional staff in the School are deeply committed to excellence in teaching and learning and are committed to the highest level of excellence in research that has a reach nationally and internationally and also makes a difference to the communities we serve.

### Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

#### Level A3 – A8

1. Prepare and deliver lectures, tutorials, practical classes and other learning sessions ensuring student-centred learning opportunities for students at undergraduate and graduate diploma level.
2. Mark and assess courses at undergraduate and graduate diploma level, in Mathematics and Introductory Statistics and Introduction to Technical Maths.
3. Implement blended models of delivery, using appropriate technologies to promote flexible, accessible and student-centred learning environments.
4. Provide timely and appropriate consultation and feedback to students to encourage student engagement and retention.
5. Work collaboratively with colleagues to ensure effective and efficient course coordination if applicable Contribute to the administrative functions of the School.
6. Participate in the development of undergraduate and graduate diploma level course curriculum and teaching materials.
7. Participate in team projects and various committees as required.
8. Contribute to the administrative functions of the School.
9. Where appropriate, supervise Honours students.

10. Develop and maintain relationships with workplace learning partners.
11. Maintain currency within discipline and/or professional practice by actively engaging in scholarly activities and industry/community engagement.
12. Other responsibilities applicable to a Level A academic under current minimum standards for Academic Levels, as assigned by the Dean of School.
13. Utilise transition pedagogy and student-centred learning frameworks to support effective online and blended learning experiences for undergraduate and postgraduate students in Mathematics Education courses.
14. Undertake scholarly activities.

**Level B1 – B3**

1. Develop, teach, coordinate and moderate undergraduate and postgraduate courses in Mathematics Education.
2. Undertake teaching and assessment of undergraduate, honours and postgraduate students within Mathematics Education.
3. Undertake scholarly activities.
4. Supervise students undertaking project courses and honours programs.
5. Participate in team projects and various committees as required.
6. Contribute to the administrative functions of the School.
7. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean of School.

**Both Levels:**

1. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
2. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

**Level of responsibility****Level A3 – A8**

The Scholarly Teaching Fellow, Mathematics Education will work with the support and guidance of more senior academic staff and will be expected to develop his or her expertise in teaching, curriculum development and administration with an increasing degree of autonomy.

**Level B1 – B3**

The Scholarly Teaching Fellow, Mathematics Education will work with the support and guidance of senior academic staff and be expected to develop expertise in teaching and administration.

**Position/Organisational relationships**

The Scholarly Teaching Fellow, Mathematics Education will work under the broad direction of the Dean of School, and work as part of the School's team of academic and administrative staff.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

### Level A3 – A8

#### Training and qualifications

1. For appointment at Level A, a Scholarly Teaching Fellow will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent.
3. At least one-year's academic experience at an Australian university.

#### Experience, knowledge and attributes

4. Demonstrated understanding of transition pedagogy and student-centred learning frameworks to support effective online and blended learning experiences for undergraduate and postgraduate students in Mathematics Education courses.
5. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record in Mathematics Education.
6. Previous experience in academic administration, including the administration of courses.
7. Evidence of, and a demonstrated capacity and preparedness to further develop scholarship in Mathematics Education.
8. Evidence of an ability to work collegially and collaboratively in teaching and academic administration.
9. A capacity to contribute to the consolidation and enhancement of multi-campus and multi-modal teaching in Mathematics Education.
10. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
11. Demonstrated working knowledge and application of the Child Safety Standards.
12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
13. The successful applicant will hold a current Working with Children Check.

### Level B1 – B3

#### Training and qualifications

1. For appointment at Level B, a Scholarly Teaching Fellow will be required to hold a Master's degree. A PhD is desirable.
2. At least one year's academic experience at an Australian university.
3. Graduate Certificate in Education (Tertiary Teaching) or equivalent.

#### Experience, knowledge and attributes

4. Commitment to scholarship and a potential for academic advancement.
5. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record in Mathematics Education.
6. Previous experience in academic administration, including the administration of courses.
7. Evidence of, and a demonstrated capacity and preparedness to further develop, scholarship in Mathematics Education.

8. Evidence of an ability to work collegially.
9. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
10. Knowledge and understanding of the needs of a diverse range of students, including those with disabilities.
11. The successful applicant will hold a current Working with Children Check.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements*

## Key Minimum Standards for Academic Levels (MSALs)

### Teaching academic staff

#### Level A

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to his or her professional discipline, and undertake administration primarily relating to his or her activities at the institution. The contribution to teaching of level A academics shall be primarily at undergraduate and graduate diploma level.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

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2019–2021  
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## Key Minimum Standards for Academic Levels (MSALs)

### Teaching academic staff

#### Level B

A Level B academic will undertake independent teaching and scholarship in his or her discipline or related area. In scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and co-ordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the co-ordination of an award program of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

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