Monash College overview

Monash College is the preferred pathway to Monash University for international students. We are leaders in pre-university education. For over 20 years we have prepared the next generation of global professionals, equipping them to capably succeed at university and in their careers.

Monash College in Australia is owned by Monash University, Australia's largest international university. Playing a key role in the delivery of the University's global engagement, we provide a range of services that align with the high-quality standards of the University.

We specialise in the delivery of academic programs designed to support successful transition to University study. We also provide an extensive range of English tuition designed to support and enhance student’s English language skills. These programs are also tailored for delivery to industry, government and business. With our network of industry connections, we provide work experience programs and professional placement initiatives. Through the strength of these partnerships, Monash College provides students with world-standard programs and a truly global approach.

Find out more about joining our team by visiting monashcollege.edu.au/careers

Our mission, vision and values

With a focus on best practice in teaching and learning, we strive to provide outstanding education programs and services. Our vision is to deliver student-centred, quality-led growth.

Monash College staff embody our values (PRIDE)

- **Passion**: we are enthusiastic about our work. We take responsibility for our actions and we believe what we do makes a difference.
- **Responsiveness**: we respond rather than react to challenges and proactively adapt to change.
- **Innovation**: we embrace different approaches and have the courage to try new things.
- **Diversity**: we act with integrity and honesty in all of our dealings. We demonstrate respect and strive to create an open-minded, safe and inclusive atmosphere for all.
- **Engagement**: we recognise and value each person’s contribution as we work together to achieve shared goals.
UNIT OVERVIEW - MONASH COLLEGE DIPLOMAS

At Monash College Diplomas, we offer a guaranteed pathway into bachelor courses at Monash University. We have five diplomas leading to degrees in arts, art and design and architecture, business, engineering, information technology and science. All students who achieve the required grade are offered a place at the University with full credit into the second year of their degree studies.

Our programs adhere to strict educational benchmarks in teaching and innovation. Delivered by qualified, experienced and supportive teachers, students gain confidence in the independent learning and critical thinking styles expected at Monash University.

Position purpose

The Learning Consultant is responsible for participating in improvement processes in the Diploma areas and providing learning support and guidance to individual students, teaching staff and Diploma leaders.

Working as part of a small team, the Learning Consultants take a holistic approach to supporting and understanding the factors that influence students’ learning needs and styles. Learning Consultants are passionate about supporting students as they transition from prior learning environments into the Diplomas program and then beyond into higher education.

Key result areas and responsibilities

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<th>KEY RESULT AREAS</th>
<th>RESPONSIBILITIES</th>
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| Provide academic, study skills and wellbeing support services to students | • Provide students with appropriate, timely and relevant support in areas such as study skills, academic (including disciplinary) processes, academic progression, subject choice, resource utilisation, habits and practices to support wellbeing, acclimatisation to Australian customs, and University pathway information.  
• Work with other Learning Consultants to provide end-to-end case management of students, including critical incident management and appropriate and timely referral of students to relevant services within the community for example, counselling services.  
• Maintain a high-level of ethics and cultural sensitivity when dealing with students from diverse backgrounds  
• Conduct workshops, team teach, and participate in peer observations to support student and staff learning as required |
| Maintain quality of teaching standards and support a continuous improvement culture | • Provide learning support that is congruent with best practice in teaching and learning.  
• Assist with the implementation of student-centred learning support systems and principles.  
• Provide professional, efficient and effective learning and teaching support as required.  
• Active and constructive participation in management systems and processes as required e.g. case conferencing, regular liaison with teachers to support best teaching and learning practices and standards, and student feedback /evaluation. |
| Implement measures to monitor, report on and respond to students' academic progress and general wellbeing | • Promote and use appropriate data and strategies to identify students at risk.  
• Regular liaison and collaboration with teaching staff regarding progress of individual students.  
• Regular liaison with other Learning Consultants, Student Counsellor and Student Engagement Team to allow informed decisions and actions.  
• Contribute to the development of effective systems and processes for maintaining and communicating student information to key stakeholders. |
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| Promote approaches that enhance the transition education experience for students | • Contribute, though the provision of timely and targeted learning support and teaching, to student learning outcomes and improvements in academic performance, taking into account personal wellbeing.  
• Build a shared understanding of best practice in transition education amongst all staff across the College.  
• Liaise, as required, with the Monash University Disability Services, who assist students with disability, medical or mental health conditions to arrange reasonable adjustments to enable students to study at Monash College.  
• Strengthen student wellbeing structures and programs to benefit all students, including initiatives to increase student cultural awareness and skills for independent living.  
• Maintain strong working relationships with Monash University Health Services and - external support providers, and other relevant student support services.  
• Work with Diploma leaders on professional development programs to keep teaching staff abreast of strategies, methods and procedures to identify students at risk. |
| Engagement in professional development processes | • Effective and timely participation in the MCPL performance enhancement process (PDP).  
• Engagement in ongoing professional development activities to meet performance needs e.g. training, conferences, seminars and workshops. |
| Stakeholder engagement | • Establish and maintain effective working relationships with internal and external stakeholders.  
• Work collaboratively with key stakeholders to achieve business unit and organisational objectives.  
• Ensure internal and external communications are effective, appropriate and timely. |
| Engagement in professional development activities | • Effective and timely participation in Monash College’s performance enhancement process (PEP)  
• Engagement in ongoing professional development activities to meet performance needs (e.g. training, conferences, seminars and workshops). |
| Work ethic | • Model behaviours consistent with the College’s values and mission. |
Key selection criteria

The successful applicant will demonstrate the following key selection criteria of the role:

Qualifications

- An undergraduate degree in Maths
- Post graduate qualification in Education or Teaching

Essential experience and knowledge

- Teaching experience at undergraduate/Diploma level.
- Understanding of STEM pedagogies
- Ability to successfully identify and apply successful approaches to teaching and learning that suit the needs of students in a transition education setting, with emphasis on strategies to develop language skills.
- Demonstrated ability to understand the motivation of students from different cultural backgrounds and the range of factors that impact on academic performance and personal wellbeing.
- Demonstrated ability to provide accurate, relevant and tailored advice regarding referrals, pathway information and policies.
- Demonstrated use of effective and efficient technology to facilitate student learning outcomes.

Essential skills and competencies

- Highly developed verbal and written communication skills, including an ability to communicate effectively in academic, international and College contexts.
- Ability to develop and maintain collaborative working relationships with other teachers, team members and management.

Desirable

- English language qualifications highly regarded

Personal attributes
• Values and respects diversity
• Commitment to building best practice in transition education
• High degree of motivation for self-learning and supporting learning of others
• Builds and maintains highly collaborative relationships with key stakeholders
• Flexible, with the ability to adapt to and embrace change
• Commitment to continuous improvement and fosters innovation
• Strong team player with a collaborative approach
• Demonstrates Monash College’s values – PRIDE

Other information

• A Working with Children Check will be required for this position (provided by Monash College). (NB: only provided by Monash College for continuing or fixed-term employees with contract of two or more years)
• Applicants must be eligible to work in Australia.
• Occasional travel between campuses is required.
• Taking of annual leave during peak periods are limited, and any request for leave is to be negotiated with your Manager to ensure there is adequate coverage for core activities over peak periods.
• Labour Day, Queen’s Birthday and Melbourne Cup Day are normal working days, without penalty payments for time worked. Five days leave (accrued at 1½ per public holiday worked) will be granted in lieu, to be usually taken on the days falling between Christmas Day and New Years Day.
• The incumbent may be required, on occasions, to work outside normal business hours.
• (For Clayton based positions) A parking permit is required at the Clayton campus during the weekdays, and there are also short-term parking zones around the campus.
• Click here for further information about the benefits offered by Monash College.
Position description agreement

INCUMBENT

I will perform to the best of my ability the duties consistent with the position description above, which I understand may be amended from time to time.

FULL NAME ........................................................................................................

SIGNATURE .....................................................................................................

DATE ........../........../......

MANAGER

FULL NAME ........................................................................................................

TITLE ..............................................................................................................

SIGNATURE .....................................................................................................

DATE ........../........../......