POSITION DESCRIPTION

Position Title: Casual Professional Experience Facilitators

Organisation Unit: School of Education

Position Number: 3030797

Type of Employment: Casual

Classification: AC50

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and
biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Organisational Environment**

The Faculty of Humanities and Social Sciences (HASS) is a large, multi-disciplinary Faculty with a broad academic profile, substantial research achievements and a commitment to public engagement. The Faculty is based at the St Lucia campus in the iconic Forgan Smith building, at the heart of the University - The Great Court.

HASS has entered an era of regenerative leadership. Executive Dean Professor Heather Zwicker joined UQ in spring 2018, and brings a fresh vision of interdisciplinary collaboration, public accountability and commitment to the student experience. Many Heads of School are also new to their roles and eager to ensure that HASS continues to be a powerhouse for disciplinary and interdisciplinary research across our Schools, Institutes and Centres, as well as boasting exciting, responsive teaching in a broad range of programs.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a Centre for Policy Futures, and several school-based research centres. It also plays host to the Institute for Modern Languages and the Confucius Institute.

HASS has a strong identity and long tradition of innovation and leadership, offering a broad range of programs - including one of UQ’s largest, the Bachelor of Arts.

The complementary nature of our disciplines attract a diverse cohort of international and domestic students, with 640 research higher degree students, approximately 1,600 students in postgraduate coursework degrees and close to 7,000 undergraduates.

The Faculty of Humanities and Social Sciences produces nationally and internationally regarded research across its many and varied disciplines. In addition to strong performance with external funding, UQ researchers in humanities and social sciences have won prizes, gained reputations for research excellence, performed exceptionally in the Excellence for Research in Australia (ERA) exercise and in global university rankings, among many other measures.

Our strong performance reflects the quality of world-changing work our researchers are undertaking, with their breakthrough discoveries having a positive impact on society and changing the lives of others around the globe. Visit our Research Impact website for some of these stories.

HASS proudly claims a large number of Fellows in national disciplinary bodies, including the prestigious Australian Academy of the Humanities, and the Academy of the Social Sciences in Australia.
More information about the Faculty can be accessed at http://www.hass.uq.edu.au/

The School of Education is consistently ranked as one of Australia's leading research and teaching institutions in the field of education. It has a strong commitment to addressing issues of education and equity in the context of rapid social, economic and cultural change. The School's education programs and research agendas have focused on driving state and national educational innovation and reform. The School currently offers the following teacher preparation programs: one four-year Bachelor of Education (Primary Years), a range of Bachelor of Education (Secondary) Dual Degrees, a Master of Teaching (Primary) and a Master of Teaching (Secondary). It also offers professional development opportunities via its suite of postgraduate coursework programs, and has a vibrant postgraduate research community.

The School's staff are internationally cited and recognised for outstanding work in such fields as sociology and policy studies in education, educational psychology and learning sciences, inclusive education, literacy and numeracy, pedagogy and school reform and leadership.

Further information and details of the research interests of academic staff may be accessed on the school's web site at https://education.uq.edu.au/.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

Professional Experience Facilitators are representatives of the School of Education and are the first point of contact for schools and students during the professional experience placement. The role of a facilitator is to primarily support UQ preservice teachers and provide feedback and guidance, however, they also play an integral part in developing school relationships and promoting UQ initial teacher education programs. Facilitators report directly to the Director of Professional Experience/Course Coordinator.

Professional Experience Facilitators must have current and full registration through the Queensland College of Teachers.

Duties

Duties and responsibilities of a Professional Experience Facilitator:

- Know and understand the professional experience courses across the various teacher preparation programs in the School of Education, including the individual course requirements and assessment, and as; a representative of UQ dress in a professional manner and provide UQ identification when requested.

- Visit schools and meet with students, supervising teachers and school placement coordinator
- Keep records of all correspondence with preservice teachers and schools/supervising teachers and use your allocated UQ email account for all electronic correspondence relating to your UQ activities;
- Observe lessons (for placement blocks six weeks and longer) and provide verbal and written feedback to students and teachers and Keep copies of all observation notes;
- Request and review lesson plans from preservice teachers 24 hours before lesson observations;
- Moderate preservice teacher performance with supervising teachers, Identify at risk performance and initiate the at-risk process and Attend at-risk meetings;
- Be available to attend a school at short notice if required (within 24-48 hours);
- Report all student concerns and feedback to the Director of Professional Experience, including students who are put ‘at risk’, in a timely manner;
- Know and understand the School of Education website and be able to direct school prac coordinators, supervising teachers and preservice teachers to the website for all information relating to placements (e.g. handbooks, prac reports, pay claims);
- Know how to navigate course Blackboard sites;
- Sign evaluation reports for students on their final professional experience placement using a digital signature;
- Know and understand key assessment tasks such as the Final Professional Experience Recommendations report and the Graduate Teacher Performance Assessment (GTPA);
- Be proactive in accessing any information required by a school or student;
- May be required to travel up to 30 minutes from home to visit multiple schools*. Occasional travel beyond 30 minutes may be required and negotiated with the Director of Professional Experience.

*As per the ATO, mileage from School A to School B etc. may be claimed through UQ (mileage from home to School A can not). Mileage from home to School A cannot be claimed through UQ. You should seek independent advice from a qualified accountant regarding claiming this mileage.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Director of Professional Experience.

**SELECTION CRITERIA**

**Essential**

- Current and full registration through the Queensland College of Teachers
- Demonstrated excellent interpersonal and verbal communication skills that encourage cooperation from a diverse range of clients, including the ability to positively develop, manage and maintain strong working relationships and provide a high professional level of client service.
- Must have a valid driver's license and own motorised transport for school visits.

**Desirable**

- Sound knowledge of schools, school structures in the Queensland teacher education context.

**Qualification Verification**

Successful applicants will need to provide their registration details to the School of Education prior to being offered a position.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a casual position.

Accessibility requirements and/or adjustments can be directed to (insert details of HR contact assisting with recruitment).