### POSITION DESCRIPTION

**Teaching Fellow**

<table>
<thead>
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<th>Position Level</th>
<th>A</th>
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<tr>
<td>Faculty/Division</td>
<td>Science</td>
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<tr>
<td>Position Number</td>
<td>0003251</td>
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<td>Original document creation</td>
<td>08/04/ 2021</td>
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</tbody>
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**Position Summary**

The Teaching Fellow participates in teaching activities in the School of Physics, UNSW as well as provides assistance for course assessment, administration and curriculum development. The Teaching Fellow will support the teaching of first year physics students, ensuring high quality teaching is maintained in the laboratory sessions and problem solving workshops. The teaching fellow’s current knowledge of high school students will be utilised to enhance the transition of first year students to the university setting. The teaching fellow will also assist in the development of resources for high school teachers as part of the graduate certificate in physics for science teachers and professional development offerings from within the school of physics.

The role of Teaching fellow reports to the First Year Director, and has 0 direct reports.

**Accountabilities**

Specific accountabilities for this role include:

- Effective teaching of first year physics courses and graduate certificate in physics for science teachers including the delivery of lectures, laboratory sessions, online courses, and problem solving workshops.

- Contribute to the development of professional development modules, depth studies materials for high school teachers and school excursions by making recommendations about what should be included, reviewing existing materials and developing new materials.

- Assist with the creation of new course material and revision of current course material.

- Maintain teaching material and resources including lab manuals and Moodle sites.

- Develop and implement new experiments in liaison with the First Year Director.

- Assist with the marking of examinations, lab reports, assignments and tests in first year physics.
• Cooperate with the First Year Director and other teaching and professional staff to ensure the effective management of teaching activities in first year physics.

• Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

• Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## Skills and Experience

• Undergraduate degree in Physics or a related discipline.

• Demonstrated experience in teaching physics with relevant involvement in teaching physics in years 11 and 12.

• Ability to use Information and Communication Technology (ICT) effectively to create and modify online material.

• Excellent verbal and written communication skills, and the capacity to work collaboratively and foster harmonious workplace relations.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.