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POSITION DESCRIPTION

Teaching Fellow

Position Level	A
Faculty/Division	Science
Position Number	00049247
Original document creation	26/08/ 2024

Position Summary

The Teaching Fellow enhances existing links between UNSW Sydney and secondary schools and provides an opportunity for sharing ideas about the circumstances of first year students and approaches to teaching.

The Teaching Fellow will participate in the teaching and research activities in the School as well as providing assistance for course assessment, administration and curriculum development, and outreach activities.

The role of Teaching Fellow reports to Director – First Year Studies and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Deliver_ mathematics tutorials and other teaching for up to 12 hours per week.
- Carry out teaching related activities as allocated by the Head of School (or delegate), such as class preparation, administration of relevant records, informal consultation with students, exam supervision, marking assessments, and other coordination duties.
- Depending on interest and capacity, undertake lecturing and engage in mathematical research or scholarship.
- Assist in course assessment, administration and curriculum development and outreach activities.
- Undertake administrative duties as specified by the Head of School and/or the Director, First Year Studies.
- 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

- Degree in Mathematics or related discipline.
- Demonstrated strong mathematical background.
- Demonstrated experience in teaching mathematics with recent involvement in teaching mathematics in years 11 and 12.
- Excellent verbal and written communication skills.
- Interest in promoting mathematical thinking in schools and the community.
- 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

Pre-employment checks required for this position

- Verification of qualifications

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.