

Position Description

Position Title	Mathematics Teacher
Position Type	Permanent Full-time
Reports to	Head of Department, Mathematics
Division	UNSW Foundation Studies
Location	223 Anzac Parade, Kingsford
Date	November 2009
Position Reference	09-7015

JOB PURPOSE

As part of a team, the position involves the delivery of the Mathematics programs provided by Foundation Studies. The teaching is in the form of lectures, tutorials and consultations. In addition, the position requires a contribution to curriculum development and design, examination preparation as well as department administration.

ENVIRONMENT

UNSW Global is the not-for-profit international education, training and consulting company of the University of New South Wales (UNSW). Established in 1999, the company is a wholly-owned enterprise of UNSW. The company has a specific brief to support the international initiatives and activities of the University and to provide educational activities in the non-degree market. UNSW Global seeks to leverage and enhance the UNSW brand in all its activities, well beyond the University's national and regional boundaries and borders.

UNSW Global has three core areas of expertise:

- Education and training,
- Educational measurement and assessment, and
- Consultancy services

These activities are currently managed through six business groups:

- UNSW Foundation Studies
- UNSW Institute of Languages
- Continuing Education and Learn4Life
- UNSW Study Abroad
- Educational Assessment Australia
- UNSW Global Consulting and Expert Opinion Services

The business groups are supported by a Corporate Services unit with responsibility for new business development, financial management and reporting, human resources management, marketing and communications, IT, facilities management, corporate governance, student support and student welfare.

The company also manages the University's offshore operations in Hong Kong, India, Singapore, Thailand and Vietnam including the student recruitment firm Australian Education Consultancy Limited (AEC) in Hong Kong.

The UNSW Foundation Year program has been offered at the UNSW campus since 1989 and provides an excellent preparation for university study as well as a university entry qualification. The program helps international students from a wide variety of educational backgrounds to meet the challenging academic entry standards of UNSW and develop the study, language and cultural skills needed to succeed at university in Australia.

ACCOUNTABILITY OBJECTIVES

The position is accountable for: -

- Quality delivery of Mathematics to students in accordance with prescribed curriculum in lecture, tutorial and consultation format.
- Contributing to the development of innovative curriculum design.
- Meeting deadlines in examination setting and marking and related administrative duties.
- Supporting the learning needs and welfare of students including student counselling.

REPORTING RELATIONSHIPS

The Mathematics teacher reports to the Head of Department, Mathematics.

Supervisors Title	Head of Department, Mathematics
Positions reporting to supervisor	Teachers of Mathematics
Positions reporting to this position	Casual Mathematics teaching staff

CONSTRAINTS/AUTHORITY LEVELS

The position operates in accordance with UNSW GLOBAL policies and the requirements of legislation, Awards and Agreements and provides general policy advice and information to staff pertaining to conditions of employment.

The position has no financial delegations.

RELATIONSHIPS

The position will need to maintain close working relationships with staff within the Mathematics department. Close liaison will be required with the Head of Department as well as some liaison with the Manager of Teaching Operations, casual Mathematics teachers, International Student Advisers and Student Admissions staff and external campuses.

MAJOR TASKS

Some or all of the following tasks may be expected:

- Teaching classes including a component of large group lectures.
- Examination setting, student assessment, marking and reporting.
- General administration, including maintenance of class rolls and filing.

- Liaising with other teaching staff.
- Development of curriculum and review within the department, including the production and maintenance of teaching resources and course materials.
- Supervision of casual staff.
- Support in the delivery of the program at external campuses, including liaison and some travel.
- Participating in the corporate activities and interests of UNSW Foundation Studies, UNSW Global and UNSW.
- Performing other duties associated with academic activities and student welfare, as required by the Deputy Principal or Head of Department.

CHALLENGES

The most significant challenge which this position presents is the requirement to teach in large group lecture format.

Challenges also exist in the cross cultural nature of teaching and learning and with the diverse educational background of the students.

SELECTION CRITERIA

Essential

1. Degree and/or post-graduate teaching qualifications in relevant area.
2. Experience in teaching Mathematics at a senior high school and/or tertiary level.
3. Experience in curriculum development and preparation of assessment materials.
4. Computing skills required to produce publishable quality educational materials.
5. Excellent oral and written communications skills including high level cross-cultural communication skills.
6. Well developed interpersonal skills and proven ability to work as a team member.
7. Ability to implement EEO and OHS policies and programs.

Desirable

1. Previous experience teaching in a commercial education environment.
2. Knowledge of HSC Mathematics syllabuses or equivalent.
3. Experience in teaching students from different linguistic and ethnic backgrounds.
4. An understanding of issues affecting international students.
5. Experience in preparing and delivering large group Mathematics lectures.

SALARY PACKAGE

The salary range offered for this position is \$66,011 to \$90,163 per annum plus 9% employer superannuation contributions. The level of appointment will be commensurate with qualifications and experience.

OCCUPATIONAL HEALTH AND SAFETY STATEMENT

Cooperate with all health and safety policies and procedures of UNSW Global and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors of the UNSW Global.

EQUAL EMPLOYMENT OPPORTUNITY

Ensure that the principles of equal employment opportunities are implemented promoted and adhered to, in order to comply with UNSW Global policy.

EQUITY AND DIVERSITY

All staff and students at UNSW Global are entitled to enjoy an environment that is fair and equitable and free from harassment. In order to achieve this, staff have the following responsibilities:

- foster a working environment that is respectful of workplace diversity; and
- cooperate with UNSW Global's activities relating to compliance with equal opportunity legislation.

Staff with management responsibility must take all reasonable steps to ensure that the work environment is free from discrimination, vilification, and sexual harassment.

CODE OF CONDUCT

UNSW Global is strongly committed to a set of values and behaviour that are key to the enhancement of the working environment for all staff. UNSW Global is committed to:

- the highest ethical standards;
- an environment free from discrimination and harassment; and
- respecting and valuing the diverse communities it serves.

UNSW Global seeks to have staff who:

- behave honestly and with integrity in the course of their employment;
- act with care and diligence in the performance of their duties;
- treat others with respect and courtesy;
- recognise each others worth;
- work and collaborate together to achieve common goals;
- refrain from any form of harassment or intimidation; and
- display open and honest communication.