

POSITION DESCRIPTION



DIRECTOR OF TEACHING & LEARNING (PN 266)

WORKING IN THIS POSITION	
Division:	Teaching & Learning
Position Status:	Maximum Term (3 years) – Full Time (5 days per week)
Classification:	SES01
Role Requirements:	Working With Children Check (WWCC); Fit and Proper Person Check (includes an employee declaration and National Police Check)
Primary Purpose of the Role: <p>Reporting to the CEO, the Director of Teaching & Learning is responsible for the strategic direction, design, and delivery of AFTRS' Award Courses. All AFTRS courses are informed by a unique practice-based pedagogy that ensures both the delivery of the highest quality learning experiences to our students and that the School fulfils its remit to provide industry with the highly skilled graduates it needs to thrive.</p> <p>The Director leads a faculty drawn from industry, who are supported by ongoing professional development and a research program focussed on creativity and innovation, to deliver student focussed learning that is forward thinking, practice-based and recognises every student's unique creativity.</p> <p>This role leads the implementation of continuous improvement strategies across all AFTRS teaching and learning activities, including regular and ongoing stakeholder engagement.</p> <p>Working with key internal stakeholders, this role ensures all teaching and learning activities meet the requirements of the Australian Qualifications Framework (AQF), the Tertiary Education Quality Standards Agency (TEQSA) and other current legislative and regulatory requirements; balancing a curriculum that meets industry best practice with the highest level of academic quality according to the Higher Education Standards Framework (Threshold Standards) 2021.</p> <p>Externally, the Director works to ensure the ongoing strength of AFTRS' reputation for excellence through partnered research projects, conferences, and international screen and audio educational networks.</p>	

WORKING AT AFTRS
<p>AFTRS is a Commonwealth statutory authority, established by the <i>Australian Film, Television and Radio School Act 1973</i>. AFTRS is the national screen and audio school – the only Australian education institution to consistently make <i>The Hollywood Reporter's</i> prestigious annual list of the top film schools in the world. Working hand-in-hand with the screen and broadcast industries, AFTRS is a global centre of excellence that delivers the highest level of screen and audio education, training and research across Australia.</p>

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We are values-led, which means that we strive for **Excellence**; we practice **Courage**; we believe in **Community**; we embrace **Creativity**, and we are **Generous**. Our commitment to these values means that:

- We are leaders in our fields and strive to adapt in the face of an ever-changing industry in the pursuit of Excellence;
- We are curious, resilient and embrace challenge and the unfamiliar with open- hearted perseverance through our Courage;
- We work together with respect, responsibility and reciprocity, recognising that our strength comes from inclusivity and shared accountability in our Community;
- We embrace different ideas, experiences and knowledges in the pursuit of creative excellence and innovation through our Creativity;
- We share our skills and knowledge and are equipped and honoured to help tell each other's stories through our Generosity.

KEY ACCOUNTABILITIES

Academic Quality & Teaching

1. Review and lead AFTRS' Teaching and Learning Plan that enshrines AFTRS unique industry-aligned pedagogy and an ecosystem of Award courses that meet AFTRS remit, industry need and the strategic objectives of AFTRS Corporate Plan.
2. Working closely with the Head of Curriculum, have oversight of the continuous improvement of all AFTRS curriculum to ensure its academic quality and industry currency, and that relevant standards of the HESF (2021) are met.
3. Working closely with the Head of Governance, contribute to and uphold the AFTRS academic governance framework including attending and supplying information to the Academic Board, Academic Quality and Standards Committee, and any other academic governance body. Chair committees where appropriate.
4. Working closely with the Director of First Nations & Outreach, Discipline Leads and Program Convenors, ensure that First Nations culture and screen protocols are firmly embedded throughout the student journey and that AFTRS is a safe and inclusive learning environment for all students.

Resourcing, staffing and budgeting

5. Working with Head of Program Resources, have oversight and final approval of the Divisional budget including accurate phasing, forward planning and course budget allocations.
6. Working with the Head of Program Resources, have oversight of the scheduling and timetabling of all courses within Teaching & Learning, and ensure appropriate and sufficient resources are made available to fulfil student learning outcomes in an equitable manner.
7. Work closely with the Director, Production, Technology & Infrastructure to ensure production activities are equitable and designed and delivered to meet specific course learning outcomes within available resources.
8. Have strategic oversight of a Faculty Staffing Plan that ensures AFTRS is attracting teaching talent from a range of backgrounds, cultural experiences and industry experiences from across Australia

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and ensure all divisional staff contracting and recruitment is conducted within AFTRS policies and procedures.

9. Working with the Head of Program Resources and Course Convenors, have oversight of the Academic Workload model and the fair and equitable allocation of hours.

Student Experience

10. Ensure effective communication with Student Representatives Council (SRC) members and curriculum partners, as well as foster engagement and feedback to drive the quality of AFTRS learning experience.
11. Working closely with the Director of People & Culture, Student Centre, and Program Convenors, ensure student records are current, accurate and represent the student's progression.
12. Lead student academic misconduct procedures, ensuring consistent, fair, transparent, and equitable standards of student discipline are maintained.

AFTRS Leadership

13. Take an Academic Leadership role in building new and existing educational partnerships, with a focus on delivering world-leading creative education across Australia, including representing the School at conferences including TEQSA, CILECT, ASPERA.
14. Create and maintain culturally and psychologically safe learning and working environments and lead an inclusive and reflective faculty culture focussed on student outcomes, including day to day support of the team, timely feedback and quarterly performance conversations and a longer-term staffing plan for the division that takes into account career pathways, succession planning and professional development.
15. There may be a requirement to undertake tasks outside the scope of the responsibilities listed to support the organisation. AFTRS will engage in a conversation should these tasks arise.

This position has been identified as an "officer" for the purposes of the Work Health and Safety Act 2011.

This position may be required to perform the duties of a mandatory reporter under the Children and Young Persons (Care and Protection) Act 1998 (NSW).

KEY CHALLENGES & RISKS

1. Ensure AFTRS meets the HESF (2021) threshold standard, including those on Student Wellbeing and Safety:
 - a. Meet threshold standards on ensuring AFTRS has a formal complaint handling policies and procedures.
 - b. Ensure AFTRS preparedness and capacity to respond to student incidents, especially critical incidents (Standard 2.3.5) and to anticipate issues through risk identification and mitigation (see Standard 6.2.1e), and to implement preventative actions.
2. Oversee the scheduling and delivery of a wide variety of courses, to create an eco-system of courses that compliment rather than compete with one another and that balance academic rigour and industry alignment.

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- 3. Manage strategic and operational risks within your division, ensuring risk is prioritised and discussed regularly with your team.
- 4. Manage complex internal and external stakeholder relationships to deliver strong outcomes.
- 5. Work with the Executive Team to identify and prioritise strategic and operational risks that impact upon the School’s purpose.

WORKING IN THE DIVISION
<p>The Teaching & Learning team comprises teaching faculty and professional support staff who work together to deliver three course streams – online; undergraduate (BA); and, postgraduate courses (Graduate Certificate, Graduate Diploma and Masters). The division is responsible for the design, development, scheduling, delivery and continuous improvement of AFTRS curricula to ensure that AFTRS is fulfilling its remit to provide industry with the highly skilled graduates it needs to thrive now and into the future.</p> <p>AFTRS is one of only three fully self-accrediting Higher Education Providers. The Teaching & Learning division bridges its industry best practice curriculum with the highest level of academic quality assurance. Teaching staff drawn from industry and supported by ongoing professional development and a research program focussed on creativity and innovation, deliver courses that are future-focussed, industry current and, delivered according to AFTRS unique, practice-based pedagogy.</p> <p>Externally, the team works to ensure the ongoing strength of AFTRS’ reputation for excellence through partnered research projects, conferences, symposia and international film and broadcast school networks.</p>

KEY RELATIONSHIPS	
Reports to:	Chief Executive Officer (CEO)
Direct Reports:	Program Convenor (x4); Head of Program Resourcing; Head of Curriculum
Indirect Reports:	Discipline Leads (x21); Timetabling Resource Coordinator; Short Courses Program Officer; Learning Designers (x2); Program Coordinators (x8); and Lecturers
Key Internal Relationships:	CEO & Executive Team; AFTRS Council; Student Representatives; and Internal Committees
Key External Relationships:	TEQSA and Other Compliance Bodies; Relevant Film & Broadcast Training and Tertiary Organisations; Alumni; Screen Agencies; and Industry Guilds

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SELECTION/CAPABILITY CRITERIA

Essential:

1. Tertiary qualification in a relevant area.
2. Significant Senior Management or Academic Leadership experience in a similar role within a tertiary educational environment, including demonstrated knowledge of curriculum standards across AQF qualification types of level; content development and delivery in a creative higher education environment; and the higher education quality compliance environment.
3. Demonstrated experience in industry informed curriculum development, course design and course management.
4. Exceptional leadership skills with a strong ability to coach and motivate a team and experience in leading a large division.
5. Demonstrated knowledge of production processes in film, broadcasting, and emerging media.
6. Strong commercial acumen and experience including experiencing in managing departmental budgets.
7. The ability to build and maintain productive working relationships and negotiate effectively with a range of internal and external stakeholders.
8. Values-led with strong personal drive and integrity, including demonstrated use of initiative, flexibility, and resourcefulness to create and maintain culturally and psychologically safe learning and working environments.

Desirable:

9. A PhD in a relevant area.

EMPLOYMENT CHECKS & OTHER POSITION REQUIREMENTS

Employment Checks Needed:

1. Working With Children Check
2. Fit & Proper Person Check (includes an employee declaration and National Police Check)

Other Employment Requirements:

3. N/A