

## POSITION DESCRIPTION



LECTURER  
(PN 189)

WORKING IN THIS POSITION	
<b>Division:</b>	Teaching and Learning
<b>Position Status:</b>	Fixed Term
<b>Classification:</b>	Academic 2
<b>Financial Delegation:</b>	N/A
<b>Primary Purpose of the Role:</b> <p>Under the general direction of the Head of Discipline (HOD), and in accordance with Approved Curriculum, teach to a high level across courses in areas of expertise. Provide input and expertise to support the HOD in the development and improvement of subject outlines, learning outcomes and assessment tasks.</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 Australia's national Screen and Broadcast School, established to fuel and empower Australian creativity and storytelling. AFTRS is consistently rated as one of the top film School's in the world.</p> <p>We are values-led, which means that we strive for <b>Excellence</b>; we practice <b>Courage</b>; we believe in <b>Community</b>; we embrace <b>Creativity</b>, and we are <b>Generous</b>. Our commitment to these values means that:</p> <ul style="list-style-type: none"><li>• We are leaders in our fields and strive to adapt in the face of an ever-changing industry in the pursuit of Excellence;</li><li>• We are curious, resilient and embrace challenge and the unfamiliar with open-hearted perseverance through our Courage;</li><li>• We work together with respect, responsibility and reciprocity, recognising that our strength comes from inclusivity and shared accountability in our Community;</li><li>• We embrace different ideas, experiences and knowledges in the pursuit of creative excellence and innovation through our Creativity;</li><li>• We share our skills and knowledge and are equipped and honoured to help tell each other's stories through our Generosity.</li></ul>	
KEY ACCOUNTABILITIES	
<ol style="list-style-type: none"><li>1. Teach students in your subjects in accordance with the Approved Curriculum, AFTRS Student Handbook and AFTRS Teaching and Learning Plan to achieve approved learning outcomes. Advise the Head of Discipline (HOD) immediately of any curriculum related issues.</li><li>2. Assess students in accordance with the Approved Curriculum and AFTRS Assessment Policy. Input assessment grades and feedback into the Learning Management System, so they are available to students within the required timeframe.</li></ol>	

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- 3. Ensure all relevant administrative work is completed, including timely response to student emails and attendance and participation in relevant subject, course and discipline meetings.
- 4. Engage in ongoing professional development as required.
- 5. Participate on committees, review boards and panels constituted to deal with recruitment, content, student assessment and other student related matters as requested.
- 6. Adhere to all local procedures particularly in relation to student and course related activities. student requests for special consideration, issues relating to academic progression, reports of academic misconduct and other student related matters to the relevant Course Leader. Liaise with the support areas in accordance with established procedures and timelines in all support related matters.

Please note:

The occupant of this position may be invited to participate in industry engagement or research projects within their academic workload.

Occasional night and weekend work may be required.

**WORKING IN THE DIVISION**

The Teaching & Learning team comprises teaching faculty and professional support staff who work together to deliver five program streams – short & industry courses; undergraduate (BA); Graduate Diploma in Radio, Masters in Screen Arts and Masters in Screen Business. The division is responsible for the design, development, scheduling, delivery and continuous improvement of AFTRS curriculum 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.

The Teaching & Learning division bridges its industry best practice curriculum with the highest level of academic quality assurance. Teaching staff are 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.

**KEY RELATIONSHIPS**

<b>Reports to:</b>	Head of Discipline
<b>Direct Reports:</b>	No staff report to this position
<b>Indirect Reports:</b>	N/A
<b>Key Internal Relationships:</b>	Director, Teaching & Learning, Course Leaders, Senior Lecturers, Education Unit, Student Centre, Library, Tutors, People & Performance.
<b>Key External Relationships:</b>	Industry Guilds

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### SELECTION/CAPABILITY CRITERIA

**Essential:**

1. A minimum of 3-years teaching / mentoring experience and 3-years of industry experience in relevant discipline area.
2. Ability to work independently, use initiative and prioritise tasks and meet deadlines in a demanding environment.
3. Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way.
4. Strong interpersonal skills, working collaboratively in a team.
5. Can meet Academic Employees Qualifications Polity (attached).
6. Please note that Lecturers will be required to successfully complete Working with Children Check.

**Desirable:**

1. Experience of teaching in a tertiary education facility will be well regarded.