

## Job description

14 January 2022

## Subject Lead (Business)

### Context

UWA College is The University of Western Australia's own pathway course college.

The college itself is operated and run under contract to the University by INTO University partnerships.

INTO University partnerships is a global provider of pathway program in partnership with 24 other Universities in both the UK and US.

### Reporting line

The role reports to the UWA College Foundation Program Manager.

### Job dimensions

You should be able to teach subject disciplines on the UWA College Foundation Program. You will be responsible for the development and delivery of the introductory Business and Accounting unit and will work closely with management to ensure that standards in assessment are maintained. You will also require the ability to teach a variety of students from a variety of countries and cultural backgrounds and different language levels. It is expected that your teaching will initially include online delivery. We also welcome applicants who have additional subject specialisations and who have qualifications and experience that would allow them to deliver units at Diploma level.

### Key accountabilities and duties

- To lead on the development of the introductory Business and Accounting unit offered at UWA College;
- To design purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students;
- To prepare, select and use teaching-learning materials for international Foundation students (including the use of textbooks, in-house materials and self-created materials);
- To provide oral and written feedback to students and other stakeholders (e.g. Foundation Program manager and pastoral tutors);
- To adapt it to the teaching circumstances as necessary, such as the ability to switch from in-person delivery to online delivery.
- To attend regular staff and student representative meetings.
- To contribute to the setting and to mark both formative and summative coursework, complying to quality assurance processes as necessary and keeping reliable records of scores achieved.
- To maintain accurate records of student attendance and academic progress, and to produce periodic reports at the request of the Foundation Program Manager.

- To work throughout the academic year with the Foundation Program Manager on all aspects of unit development.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

## Location

Perth

## Application Process

Please send your CV and Cover Letter for attention of IUP Resourcing Team - [HQ.Career@intoglobal.com](mailto:HQ.Career@intoglobal.com).

Closing date Friday 4<sup>th</sup> February 2022.

## Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**All applicants who are offered employment will be subject to a National Police Certificate before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

See next page for person specification...

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Legal status</b>	<ul style="list-style-type: none"> <li>• Appropriate suitability check may be required prior to confirmation of appointment.</li> <li>• Eligibility to work in and travel freely to and from Australia.</li> </ul>	
<b>Academic qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of a 3-Year Bachelor degree in a relevant subject.</li> <li>• A relevant teaching qualification (or minimum three years teaching experience in an international context)</li> </ul>	Postgraduate qualification in a relevant subject.
<b>Experience and achievements</b>	<ul style="list-style-type: none"> <li>• Minimum of three years teaching experience in an international context (or a relevant teaching qualification).</li> <li>• Proven track record at developing a successful syllabus at the appropriate level.</li> <li>• Proven track record at developing assessment at the appropriate level.</li> <li>• To demonstrate understanding of standards in academic assessment and of basic quality assurance procedures.</li> <li>• To demonstrable cross-cultural awareness and understanding.</li> <li>• A record of achievement in teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching international students at Foundation level.</li> <li>• An understanding and appreciation of private sector education.</li> <li>• Experience of working with student progression and/or university admissions.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven competence in the use of technology, including online teaching.</li> <li>• Proven planning and organisational skills.</li> <li>• The ability to prioritise, meet deadlines, work under pressure and, when necessary, with minimal resources.</li> <li>• Excellent interpersonal, communication and presentation skills.</li> </ul>	
<b>Expertise</b>	<ul style="list-style-type: none"> <li>• An understanding of Australian higher education and the needs and requirements of international students.</li> <li>• A record of attention to detail, thoroughness and fairness.</li> <li>• Outward looking and student sympathetic.</li> <li>• Flexible with the ability to solve problems, to put in the time necessary to do the job.</li> </ul>	