

## Position Description – Senior Academic Language and Learning (ALL) Teaching Specialist Academic (Foundation Studies)

Updated 17/08/2023

POSITION DETAILS	
Portfolio	Pro Vice Chancellor Learning and Teaching Innovation
Organisational Unit	Student Learning Support Service
Supervisor (Title)	Associate Director, Student Learning Service
Classification	Teaching Specialist (Academic) Level C
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>The Senior Academic Language and Learning Teaching Specialist (Academic) position has primary focus on teaching and teaching-related activities, and on the leadership, development and delivery of excellent student learning support and has an important role to play in the University's achievement of its strategic plan, <a href="#">Making a Difference: The 2025 Agenda</a>.</p> <p>The University is committed to a student-centred ethos and to developing creative, enterprising, career-ready graduates prepared to become lifelong contributors to society. In accordance with the strategic plan, the University seeks to:</p> <ul style="list-style-type: none"> <li>• deliver a richly interactive and personalised approach to learning focussed on student success;</li> <li>• be an international leader in educational innovation, advanced learning technologies and learning analytics; and</li> <li>• develop enterprising graduates equipped with the skills required for success in the knowledge economy</li> </ul> <p>The Senior Academic Language and Learning Teaching Specialist Academic will lead planning, preparation, and delivery and coordination of foundation/enabling program in liaison with disciplinary academics. They are also responsible for the development of materials to support student learning, delivery of learning support to groups of students including through teaching into topics and delivery of learning support to individual students. Student learning support will include face-to-face and online delivery.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;</li> </ul>

- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

*In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).*

*A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.*

*An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.*

### KEY POSITION RESPONSIBILITIES

This position is predominantly concerned with leadership, coordination and delivery of teaching and teaching-related duties involving the creation, delivery, and continuous quality improvement of the Foundation Program. It includes (but is not limited to): direct teaching informed by approaches that enhance the student experience; design and review of teaching; and delivery innovation utilising advancements in education technologies.

The position is also expected to make a contribution to high-quality university, professional and community service. The position does not include making a research contribution.

#### Teaching:

- Lead the teaching, coordination and growth of the enabling/foundation programs.
- Develop materials to support learning of students, including students from Culturally And Linguistically Diverse backgrounds.
- Create, coordinate, and conduct lectures, workshops, or other learning activities for students to enhance their learning.
- Plan and evaluate activities of the Student Learning Support Service.
- Design, implement and evaluate effective use of innovations and technologies in Student Learning Support.
- Liaise with external stakeholders.

#### University, Professional and Service:

- Participate in Student Learning Support Service administrative activities and participate in and lead activities such as working groups. within the SLSS team and assigned Colleges.
- Provide high quality contribution to community service on behalf of the Student Learning Support Service and University.
- Liaise with College academics to develop appropriate resources and delivery of programs.
- Maintain professional knowledge relevant to student learning support through scholarship and professional development.
- Provide and lead professional development for colleagues in relation to academic language and learning and/or Foundation Studies.
- Engage in activities within a relevant external professional domain such as professional associations, conferences, and workshops, and within a wider community context at local, national, or international level.

- Undertake any other duties as directed by the supervisor and/or the University.

#### **KEY POSITION CAPABILITIES**

- Completion of a PhD or EdD or equivalent qualification in a relevant field.
- Evidence of significant experience and sustained excellence in foundation/enabling program development and delivery at a university level.
- Evidence of significant experience and sustained excellence in teaching.
- Evidence of leadership of innovation in Learning and Teaching.
- Evidence of sustained independent and successful development of use of e-learning technologies in the delivery or design of student learning support.
- Evidence of application of pedagogical theory and contemporary educational practice relevant to student learning support.
- Evidence of scholarship relevant to student learning support and of professional development in teaching and/or learning support.
- Evidence of sustained successful topic and/or course coordination.
- Demonstrated capacity for successful leadership of teaching teams at course and/or the program level.
- A demonstrated track record of establishing effective collaborations across the University.
- Demonstrated excellent interpersonal, collaborative and communication skills, including the ability to establish and maintain effective relationships with staff, students, and external organisations.
- Evidence of upholding the values and ethos of the University