

APPENDIX 1

SESSIONAL ACADEMIC POSITION DESCRIPTION

Position Title	Sessional Academic
Academic Level	NA
School / Unit	School to populate
Faculty / Division	School to populate
Reports to	Head of School, with an informal reporting to line to the Course Coordinator
Direct Reports	School to populate
Contract Type	Sessional

ROLE DESCRIPTION

Writing tips: A succinct description of the role; its purpose and key functions. Describe how the role contributes to the achievement of objectives/strategies as outlined in the UON Strategic Plan.

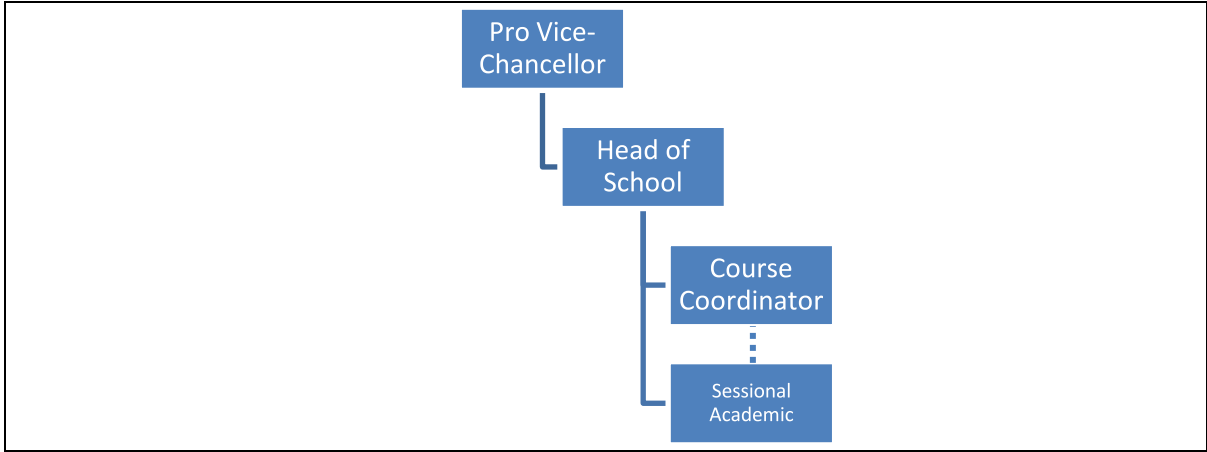
Our sessional academic staff play a large role in contributing to the achievement of our strategic objectives, particularly our strong commitment to an exceptional student experience and our high quality innovative teaching and learning practices. Their contribution to our success can be in many forms, including sessional coordination, lecturing, tutoring, marking, student consultations and other appropriate administrative tasks. School to populate with information on teaching areas and teaching models used.

OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

Writing tips: A succinct description of the role of the work unit / school in the Division or Faculty within the context of the University as a whole.

School to populate with information about the School and Faculty

ORGANISATION CHART



ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

The following list of responsibilities is to be used as a guide only. Duties may vary from course to course, and at the various locations. Course Coordinators will outline the exact role and expected duties of each position, as deemed appropriate, from this list of responsibilities.

Area of accountability	Core Responsibilities & Typical Activities	Measures of Performance
Teaching and Learning	<p>Enhance student's skills, knowledge and understanding through the efficient and timely preparation and delivery of lectures, tutorials, demonstrations and/or workshops.</p> <p>Engage students in intellectual inquiry appropriate to the level of the course of study and unit being taught.</p> <p>Provide students with timely access to the information and support needed to complete their work for the course.</p> <p>Mark assessment items.</p> <p>Ensure a supportive and positive learning environment for all students.</p> <p>Be familiar with and follow relevant policies and procedures.</p> <p>Be aware of institutional student support such as academic skills programs, counselling and disability services and liaise with these supports as required.</p> <p>Maintain regular and timely communication with course coordinator and School administrative office.</p> <p>Work as a member of a team and attend meetings when required.</p> <p>Observe principles and practices of equity and diversity in the workplace.</p> <p>Ensure a safe working environment for self and others.</p>	<p>Informal and formal feedback from students</p> <p>Assignments marked and returned to students with appropriate feedback within agreed timelines</p> <p>UON Code of Conduct adhered to at all times</p> <p>Participate in all mandatory induction courses</p> <p>Feedback from University staff</p>

POSITION CHARACTERISTICS

Organisational Knowledge	UON's Vision, Values & Strategic Objectives
Professional / Industry Knowledge	Must be qualified to at least one AQF qualification level higher than the course of study being taught, or with equivalent professional experience
Level of supervision / independence	Utilise initiative and work with minimal supervision

Problem solving and judgement	High level problem solving skills and ability to utilise academic judgement to make decisions
Key relationships (internal & external) & immediate team	Course Coordinator, Program Convenor, School Administrators, Teaching Team staff
Challenges	Prioritisation, time management, maintaining regular communication when away from campus
Special Characteristics	Availability between the hours of 8am – 9pm Monday to Friday, as required by course timetable(s) School to populate - Such as travel, ability to work outside hours (overtime / weekends), flexibility
WWC Check Required	School to populate yes/no
Criminal Record Check required	School to populate yes/no

EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with the Individual Contributor Level as outlined in the [Leadership Framework](#).

INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

- Perform the duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others' health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.

ESSENTIAL CRITERIA

- Relevant tertiary qualifications in **School to populate**.
- Knowledge and understanding of current scholarship and/or professional practice in **School to populate**.
- Experience teaching at the tertiary level with a sound understanding of pedagogical and/or adult learning principles.

- Computer, administrative and record keeping skills (for example email, Blackboard, internet).
- Demonstrated ability to deal effectively with individuals from diverse backgrounds.
- Effective interpersonal skills with a proven capacity to communicate effectively and work collaboratively in a team.
- Demonstrated ability to maintain high levels of professionalism, act with direction and maintain confidentiality.
- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

PD Last reviewed:	School to populate
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It is recommended that you fill out this form using the latest version of [Adobe Acrobat or Reader](#).



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