

# Position description

Greater together 

|  |   |
|--|---|
| Position title:                              | Lecturer, Early Childhood Education   |
| Institute/School/Centre/<br>Directorate/VCO: | Institute of Education, Arts and Community  |
| Campus:                                      | Mount Helen or Berwick Campus.<br>Travel between campuses may be required.  |
| Classification:                              | Academic Level B  |
| Time fraction:                               | Full-time   |
| Employment mode:                             | Continuing employment   |
| Probation period:                            | This appointment is offered subject to the successful completion of a probationary period.  |
| Further information from:                    | Associate Professor Karen Felstead<br>Institute of Education, Arts and Community<br>Email: <a href="mailto:k.felstead@federation.edu.au">k.felstead@federation.edu.au</a> |
| Recruitment number:                          | JR101317  |

***Aboriginal and Torres Strait Islander people are strongly encouraged to apply.***

## Position summary

Appointments will be made to teaching focused positions and teaching and research positions.

Appropriate to a Level B appointment, the Lecturer, Early Childhood Education will be expected to:

- contribute to the development and delivery of Early Childhood Education discipline units at undergraduate and postgraduate levels;
- contribute to the institute's research course by participating in research activities and developing or maintaining an active research profile; and
- contribute to the institute's administrative functions.

If the Lecturer Level B is appointed to a teaching only position in Early Childhood Education, this teaching-focused role will spend the majority of their time and effort to teaching and education-related endeavors, with the remainder allocated to scholarship and administrative-related activities. The Lecturer, Early Childhood Education is expected to make a solid contribution to the teaching effort within the Institute and will be on a trajectory towards leadership in educational design and delivery.

### Portfolio

The Institute of Education, Arts and Community at Federation University offers qualifications from associate degree through to postgraduate levels in humanities and social sciences, community and human services, visual and performing arts, early childhood, primary, secondary and vocational education and training. Our courses operate from campuses at Mt Helen, Gippsland, Berwick, Camp St and Horsham in partnership with community education providers and schools across Victoria, interstate and internationally.

Our academic and professional staff in the Institute are deeply committed to excellence in teaching and learning and are committed to the highest level of excellence in research that has a reach nationally and internationally and also makes a difference to the communities we serve.

We are a vibrant learning community with outstanding lecturers and researchers. Our contemporary curriculum is typically delivered through 'blended' mode, combining high quality online learning with seminars, tutorials, workshops and studio practice.

We pride ourselves on the high-quality teaching we provide in a personalised learning environment. There are many opportunities for work placement, internships, major projects, professional experience, and excursions. As a result, our graduates enjoy among the best employment outcomes in Australia.

### Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in Federation University's 2040 Strategic Plan and share the University's values of:

**INCLUSION**, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

**INNOVATION**, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

**EXCELLENCE**, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

**EMPOWERMENT**, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

**COLLABORATION**, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

### Key responsibilities

#### For Appointment to a Teaching and Research based position

1. Undertake teaching and assessment of undergraduate and postgraduate students within the area of Early Childhood Education.
2. Develop, teach and moderate units in Early Childhood Education at undergraduate and postgraduate levels.
3. Undertake research activities.
4. Supervise students undertaking project units and honours courses.
5. Supervise research higher degree students.

### For Appointment to a Teaching only position

1. Prepare and deliver lectures, tutorials and seminars within the area of Early Childhood Education.
2. Undertake assessment and moderation of units in Early Childhood Education at undergraduate and postgraduate levels.
3. As required, undertake unit/course coordination and related responsibilities
4. Undertake consultation activities with students.
5. Develop course materials and resources in Early Childhood Education and contribute to a range of activities associated with the development and delivery of curriculum.
6. Undertake scholarly research into learning and teaching within the higher education context, contributing to the enhancement of pedagogical practice and student outcomes within the University.
7. Engage with students undertaking project units, honours courses and/or research higher degrees (where relevant).

### Applicable to both Teaching and Research and Teaching only positions

1. Participate in team projects and various committees as required.
2. Contribute to the administrative functions of the institute.
3. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Pro Vice-Chancellor, Deputy Dean, and Head of Discipline (Education).
4. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position.
5. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
6. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OHS) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

#### For Appointment to a Teaching and Research based position

The Lecturer, Early Childhood Education will work independently in the conduct of teaching and research activities, and be an active contributor to administrative functions within the institute.

#### For Appointment to a Teaching only position

The Lecturer, Early Childhood Education will work independently in the conduct of teaching and scholarship activities and be an active contributor to administrative functions within the institute. The position will be required to continuously develop skills in all aspects of teaching and learning, including curriculum design and development of teaching resources and teaching innovations. The Lecturer, Early Childhood Education will be expected to actively contribute to scholarship-related activities within the Institute, systematically collecting and using feedback on student learning to self-reflect and adjust teaching approaches to improve student learning outcomes and share learnings to improve teaching outcomes within the University.

### Position and organisational relationships

The Lecturer, Early Childhood Education will work under the broad direction of the Deputy Dean and Head of Discipline for Education, and work as part of the institute's team of academic and administrative staff.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

### Training and qualifications

#### Applicable to both Teaching and Research and Teaching only positions

1. The Lecturer, Early Childhood Education will hold a PhD.
2. Hold a valid Employer Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).
3. Successful completion of Graduate Certificate in Education (Tertiary Education) (at least 50%) or equivalent qualification or willingness and commitment to undertake this qualification during probation.

### Experience, knowledge and attributes

#### For appointment to a Teaching and Research position

1. Commitment to scholarship and a potential for academic advancement.
2. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record.
3. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of Early Childhood Education.
4. A capacity to contribute to the supervision of honours and graduate students.

#### For appointment to a Teaching only position

1. Demonstrated commitment to and enthusiasm for teaching with a strong record of teaching experience in a tertiary environment.
2. Proven ability, commitment and passion for engaging in scholarly research to improve and enhance learning and teaching
3. Evidence of engaging with contemporary educational literature, applying evidence-based approaches to curriculum and assessment design, and disseminating findings through academic publications, conferences, and institutional forums.

#### Applicable to both Teaching and Research and Teaching only positions

1. Demonstrated ability to develop and implement a student-centred approach with a focus on student educational experience and success.
2. Demonstrated experience in academic administration, including the administration of units or courses.
3. Evidence of an ability to work collegially.
4. Demonstrated interpersonal, oral and written communication skills and an ability to relate well to students and other University staff, including demonstrated evidence of an ability to work collegially.
5. Demonstrated knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
6. Demonstrated working knowledge and application of the Child Safety Standards.
7. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

*The University reserves the right to invite applications and to make no appointment.*

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*

## **Key Minimum Standards for Academic Levels (MSALs)**

### **Teaching and research academic staff**

#### **Level B**

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

Federation University Australia  
Union Enterprise Agreement  
Academic and General Staff Employees  
2023–2026