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| Position Details |
| **Business Entity** | Kaplan Business School | **Department** | Academic |
| **Job Title**  | Lecturer | **Location** | Melbourne |
| **Reports To** | Academic Director | **Direct Reports** | Nil |

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| Overall Purpose |
| Lecturers deliver and facilitate structured classes, of up to three to four hours per subject, per week, to students. The syllabus and teaching content are developed by the Academic Head, Academic Director or Subject Coordinator and is available on the Learning Management System. Lecturers are required to deliver in accordance with the syllabus, mark in line with marking guides, and provide regular feedback and consultation to students.  |

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| Core Mindset and Work Ethic |
| **What you believe:*** That being an educator is a tremendous privilege.
* That there is a real opportunity at KBS to profoundly improve people’s lives.
* That a student-centred learning experience is of supreme importance.

**What you feel:** * Passion for creating innovative and impactful learning experiences.
* Enthusiasm for the task of transforming KBS into a world-class business school.
* Commitment to your own development since the greatest teachers are also lifelong students.

**How you think:** * Abstractly. Because how things have always been might not be how they should always be.
* Open-mindedly. Because some of the best ideas come from the most unlikeliest of sources.
* Mindfully. Because there’s a big difference between ‘being here’ and ‘being present’.

**How you act:** * Positively. Because even the most challenging experiences have a silver lining.
* Collaboratively. Because everyone is a colleague – right across the global Kaplan business.
* Ethically. Because the highest standards must never be negotiable.

**Why you’re here:** * To make a genuine difference.
* To laugh, love, and learn.
* To work in a profession closely aligned to your life’s purpose.
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| Key Responsibilities |
| **Content Delivery*** Prepare lectures and tutorials in conjunction with weekly teaching material prior to each class.
* Ensure all lectures and tutorials are conducted in a professional and engaging manner.
* Provide students with contact details and one hour of consultation time each week.
* Respond to students promptly and comprehensively.
* Start classes on time and utilise the entire period that has been allocated.
* Achieve a SELTS teaching score of 4.0 or above each trimester.
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| **Assessments and Marking*** Mark all assessments and final examinations in line with marking guidelines.
* Mark assessments within the allocated timeframes to allow for a thorough moderation process.
* Adjust marks accordingly when instructed to do so by a senior academic.
* Provide detailed feedback to students such that they are able to learn from their mistakes.
* Maintain efficient, itemised records of students’ marks and submit these to the relevant leader.
* Be cognisant of students who may be at risk and notify the Academic Director or ASC promptly.
* Collect final examinations, taking care to mark and return them by the due date.
* Invigilate in-class tests and other face-to-face assessments (where applicable).
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| **Student Experience and Attendance*** Foster positive, professional and productive student/teacher relationships.
* Accurately record the attendance of all students at lectures and tutorials.
* Return completed attendance records to Academic Coordinators on a weekly basis.
* Report any regularly non-attending students to the Campus Manager or the ASC.
* Report any enrolment variations in the class lists to the Campus Manager.
* Inspire and motivate students to attend classes, to learn and to excel.
* Maintain high standards of student feedback as evidenced in the SELTS survey.
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| **Professional Development*** Attend as many Kaplan learning and development opportunities as is reasonably possible.
* Regularly invest in your own scholarship via research, further study, and/or publications.
* Be enthusiastic about receiving regular performance-related feedback and to duly act on it.
* Stay abreast of professional innovations so that KBS is an adopter of best practice methodologies.
* Be familiar with TEQSA and AQF guidelines.
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| **Contribute to a supportive, positive and safe workplace*** Comply with all company policies and procedures including WHS legislation requirements.
* Ensure as far as is practicable that the workplace is safe and that risks are minimised.
* Be a productive member of the Kaplan team by being a daily exemplar of the company’s values.
* Adhere, and suggest improvements, to policies and procedures.
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| Qualifications and Skills |
| **Essential*** A qualification one level higher than that which is being taught.
* Prior experience in teaching and/or lecturing.
* Excellent organisational skills.
* A capacity to motivate others and to engender a passion for learning.
* An ability to develop relationships based on honesty, integrity and trust.
* Excellent verbal and written communication skills.
* An ability to work collaboratively with colleagues and leaders.
* An ability to work under pressure and to prioritise effectively.
* A commitment to excellence, innovation and continuous improvement.
* Possession of strong ethics and values.
* Genuine passion for teaching excellence.

**Desirable*** Qualifications in teaching or higher education.
* Previous practical experience in the discipline that is being taught.
* Membership of relevant academic and professional associations.
* Prior experience working with international students.
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Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_