

PART TWELVE – SCHEDULES

12.1 SCHEDULE A - Position Descriptions

Teacher's Position Description

- 12.1.1 A Teacher will abide by the:
 - a. Teacher Code of Professional Practice (see Clause 8.2 of this Agreement);
 - b. College's Policies and Procedures.
- 12.1.2 A Teacher is expected to perform their duties having regard to:
 - a. The Course being taught by the Teacher;
 - b. The business needs of the College; and
 - c. Their annual Performance Management Plan.
- 12.1.3 UOW College Teaching Staff
 - a. Details relating to teaching loads, ordinary hours of work, onsite attendance, face-to-face Contact Hours and Teacher Administration Hours are located throughout Part Two of this Agreement.
 - b. A Teacher will be accountable to the relevant Program Manager and responsible for the provision of professional standards of teaching and related responsibilities.
- 12.1.4 Teachers are to ensure they are available at least 15 minutes before the scheduled starting time for any class.
- 12.1.5 Teachers must fulfil their teaching and related responsibilities by:
 - a. Following the current version of syllabus and subject outline.
 - b. Preparing and documenting lessons and materials in prescribed format that are relevant to current and new subjects and student needs.
 - c. Performing all preparation and marking associated with timetabled teaching.
 - d. Ensuring timetabled teaching and consultation commitments are met punctually.
 - e. Demonstrating an ongoing commitment to personal professional development including contributing to continuous improvement of current syllabus and course delivery and recommendations for new courses.
 - f. Assisting new Teachers.
 - g. Liaising and collaborating with relevant College staff such as Subject Coordinators and Administrative staff in relation to subject delivery.
 - h. Communicating and collaborating across all areas of the College.
- 12.1.6 The provision of Student Welfare and Administration by:
 - a. Referring students to relevant members of College staff, including learning support staff, as appropriate.
 - b. Providing timely advice on student absences, placement, assessment and progression of students as per prescribed procedures.
 - c. Maintaining accurate records and completing required documentation relating to student attendance, assessment and performance in line with published procedures.

- d. Participating in student administration at intake and graduation if scheduled during the Teacher's normal working hours. Attendance outside of normal work hours will be at the Teacher's discretion and without payment.
 - e. Consulting with relevant members of College staff responsible for the students' learning program.
 - f. Recommending and assisting in academic consideration requests, when necessary.
- 12.1.7 The Provision of College Administration by:
- a. Contributing to student marketing and recruitment activities, where agreed.
 - b. Undertaking administration related to class preparation, assessment and marking.
 - c. Undertaking College administration related to normal teaching duties and employment.
 - d. Participating and contributing to staff and program meetings and scheduled College and Corporate meetings and training, as required.
 - e. Participating and contributing to staff and program meetings and scheduled College and Corporate meetings and training, as required.
 - f. Part-time and casual Teachers will only be expected to attend meetings if they are normally employed on that day.
 - g. Ensuring security of teaching and Campus resources.
 - h. Proactively reporting all equipment, furniture, and/or computing software breakages/failures.
 - i. Arranging and conducting excursions in line with the Excursion Policy.
 - j. Following Administration Policies and Procedures as made known to the Teacher and which are reasonable and lawful. Such policies and procedures do not form part of this Agreement.
- 12.1.8 The provision of Test and Examination Administration by:
- a. Preparing, administering, supervising, and marking examinations for the subjects for which they are ordinarily timetabled.
 - b. Preparing assessment tasks and examinations with agreed standardised content and in prescribed assessment and examination format to ensure that all students doing the same Course/subject sit the same assessments and examinations.
 - c. Interviewing, assessing, and recommending placement of students on intake days.
 - d. Consulting with students following publication of examination results.
 - e. Invigilating and moderating exams.
 - f. Providing relevant input for examiner meetings.
 - g. Marking examinations according to specified criteria (mark onsite where required).
 - h. Reporting student marks accurately and in the prescribed format.
 - i. Participating in check-marking exercises in Courses/subjects.

- j. Liaising with Subject Coordinators/Program Managers on examination forms and procedures, including invigilation requirements, marking processes, and recording of results, if required.

12.1.9 Other Duties

By agreement with the Teacher, a Teacher may perform Other Duties including, but not limited to the following roles:

- a. Peer Learning Program Coordinator
- b. Student Advisor
- c. Course Progress Advisor

Nothing in this Agreement should be regarded as limiting the College's right to direct a Teacher to perform any duty provided that such direction is lawful, reasonable and relevant to the Teacher's duties, skills, qualifications, experiences and professional responsibilities.

12.1.10 Availability for Work

A Teacher with a full-time load would usually be required to be available for work no less than five days per week. The requirements of this sub-clause will also apply during session breaks. To allow flexible work practices the Program Manager may exempt a Teacher from the requirements of this sub-clause.