RMIT UP

POSITION DESCRIPTION

Position Details

Position Title:	Foundation Studies Teacher - Casual
Reporting To:	Team Leader Stream
Unit / Group:	Foundation Studies
Direct Reports:	None
Salary Classification:	Casual Rates
Date:	December 2026
Location:	City Campus

Position Summary

Foundation Studies (FS) Teachers will be responsible for the delivery of the FS program including assessment, academic progress of students and contributing to the development of the FS curriculum and the FS student experience.

Position Responsibilities and Accountabilities

Learning and Teaching

- Deliver teaching programs in a professional and effective manner.
- Support the preparation of FS curriculum.
- Assess the learning outcomes of students in a range of contemporary FS settings. This includes maintaining accurate records of student class attendance, student progress and student assessment in line with RMIT UP policy.
- Record marks and grades in accordance with RMIT UP processes.
- Identify 'students at risk' and assist in identifying appropriate strategies to improve student learning.
- Provide feedback to students on their progress in the course.
- Demonstrate best practice delivery modes and appropriate student assessment strategies.
- Contribute to orientation activities.
- Collaborate with stream colleagues on curriculum and assessment matters.

Compliance

- Monitor and record student attendance and provide advice to students on their progress in accordance with RMIT UP procedures to ensure compliance with the ESOS framework.

Professional Development

- Maintain, apply and share up to date knowledge of professional area and pedagogy associated with the discipline.
- Contribute to the professional development program.

Professional Duties

- Prepare and plan lessons and assessments.
- Engage in discussions with colleagues via meetings and workshops to support FS delivery.
- Liaise with students out of class time.
- Collaborate with Student Services, the Student Wellbeing Manager and Student Experience Specialist to ensure the FS student experience is at a high standard.
- Complete administrative tasks - replying to emails (including students, staff, work related), phone calls (work related), etc.
- Work under the guidance and direction of the Team Leader

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT UP Code of Conduct
- Work in accordance with RMIT's policies and procedures
- Follow safe work practices for self and others and comply with the RMIT UP Occupational Health and Safety management system
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT UP's core competencies and values
- Actively engage in professional development opportunities and embrace learning opportunities.
- In addition to the position accountabilities all employees are expected to undertake any reasonable tasks as directed
- RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety

Qualifications, Knowledge, Skills & Attributes

Essential

- Effective interpersonal and communication skills
- Demonstrated skills and experience in delivering and assessing FS courses
- Experience in relevant industry and substantial discipline knowledge as it relates to this position
- Capacity to identify learning problems in students, propose and implement effective strategies
- Demonstrated ability to contribute effectively as a constructive and proactive member of a team
- Demonstrated skills in the use of relevant information and communication technologies
- Current Working with Children Check or VIT registration
- A recognised degree relevant to the course being taught plus:
    - A formal qualification in the delivery of education AND
    - Minimum two years' relevant teaching experience, including breadth of experience in delivering to students from non-English speaking backgrounds.
- The minimum requirements for teachers primarily responsible for academic English language subject areas are:
    - A recognised degree AND
    - An appropriate English language teaching qualification AND
    - 2 years ESL/EFL teaching experience

Desirable

- Experience teaching secondary school subjects
- Experience teaching international students in a secondary school setting
- TESOL (English Language Teaching Qualification) for teacher responsible for non-English subject areas.

- Proven collegiality and the ability to share ideas
- Knowledge of current pedagogical practices

Working at RMIT University Pathways (RMIT UP)

RMIT UP is owned by RMIT University, and provides a range of education solutions to students, academics and professionals in Australia and overseas.

Our mission is to provide transformative, supportive learning experiences and pathways which open global possibilities to our community of learners. We achieve this through our RMIT values of inclusion, imagination, integrity, courage, passion and impact.

RMIT UP education professionals place the student and customer experience at the forefront of everything we do.

Our key programs and services include Foundation Studies, ELICOS English for Academic Purposes (EAP) and language testing. RMIT UP also houses Informit, a leading research database with a strong focus on specialist Australasian content.

RMIT UP is situated in a state-of-the-art facility within the main RMIT University city campus in Melbourne's CBD. Co-located with Scape Australia, the largest provider of student accommodation in Australia, our building provides a unique offering to international students, housing world-class learning and accommodation in one secure location.

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood, and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Incumbent name: _____

Date: _____