Teaching Focused Academic, History

ACAD Level B

POSITION NUMBER	971317
ORGANISATIONAL UNIT	Arts and Humanities
POSITION REPORTS TO	Head of Program - Arts & Humanities
DIRECT REPORTS	No
JOB/SUB FAMILY	Academic (teaching focused)
OVERALL PURPOSE	The Teaching Focussed Academic (TFA) – History, is primarily an undergraduate teaching role that supports VU's History discipline within the Arts & Humanities Prgram Area of the College of Arts, Business, Law, Education and IT (CoABLEIT). The History discipline consists of six (6) undergraduate units organized in Majors and Minors that serve the Bachelors of Arts, Arts/Law, Education P-12, Education Studies and Psychology. The TFA - History will focus mainly on European and Australian Immigrant histories. The TFA – History is also reponsibile for managing the administration of student matters such as enrolment, results, Special Consideration, and Academic Integrity, within selected units. A small allocation of work is also devoted to research and scholarly activity. A TFA's typical work allocation is 70% teaching, 20% Allocated Service and Planning (which includes unit convening) and 10% research and scholarship.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Plan, prepare and teach undergraduate units in VU's 4-week Block Mode per year, focussing on European History and Australian Immigrant History
- Mark assessments in undergraduate History units
- Convene and coordinate undergraduate History units, including: manage timetabling of units, convene VU Collaborate spaces, moderate and finalise results, approve Special Consideration aplications, manage student Access Plans, and act an Authorised officer for breaches of Academic Integrity
- Engage in targeted updates and modernisation of learning materials and assessments in selected units
- Participate in the scholarly community of the Arts & Humanities Program area through individual research and/or the scholarship of Teaching and Learning (SoTL)
- Represent VU in relevant History professional associations as appropriate

ROLE EXPECTATIONS

The Teaching Focussed Academic in History will be:

- Confident in teaching History to undergraduate students from a range of courses and academic and personal backgrounds
- Willing and able to evaluate, review, update and modernise learning materials and assessment tasks as required
- Willing and able to undertake relevant administrative tasks as required by a Unit Convenor and outlined under Key Responsibilities, under the guidance and supervision from their line manager and relevant Course Chairs
- An active and current early career scholar and researcher
- A clear and effective written and verbal communicator
- Able to work both independently, and under supervision, where required
- Competent in using Microsoft 365 apps including Word, Powerpoint, Excel, Outlook, Teams, and Co-pilot
- Competent in using the VU Collaborate LMS

BEHAVIOURAL CAPABILITIES

- **Lead -** Inspire direction to create a shared purpose, lead change to achieve strategic objectives, manage and develop people to attain successful outcomes
- **Collaborate -** Develop and leverage relationships within and across workgroups, institutional and/or sectors to achieve goals, communicate in a focused and compelling way, and influence and negotiate with success
- **Engage -** Inclusive, culturally sensitive, respectful of values and provides quality service with all individual and group interactions
- **Deliver Excellence -** Results-driven, accountable and solutions focused towards individual and group accomplishment
- **Innovate -** Entrepreneurship, growth, continuous improvement and digital transformation through identifying opportunities, generating ideas and implementing solutions

QUALIFICATIONS AND EXPERIENCE

- Minimum AQF level 8 academic qualification: Honours degree, Graduate Diploma
- Preferred academic qualification: Masters degree, PhD, or near completion of a PhD
- Minimum teaching experience: evidence of sessional teaching at a year 2/3 undergraduate level

SUPERVISOR/MANAGEMENT RESPONSIBILITY

The TFA – History is not responsible for the management of other staff. The TFA-History will be under the management and guidance of the Head of Program, Arts & Humanities.

REQUIREMENTS

- Australian citizen or permanent resident
- Valid Working With Children Check

CAREER LEVEL

- Academic Level B

DATE	29/10/2026
Confirmed by People & Culture	