



St Mark's College

POSITION DESCRIPTION

POSITION TITLE:	Director of Learning
REPORTS TO:	Dean
POSITION FTE:	0.8 – 1.0 FTE (negotiable) permanent
LOCATION:	North Adelaide, South Australia

ROLE DESCRIPTION

The Director of Learning will attract a person of academic standing who has experience in a teaching or university setting. Responsible for the planning, development and delivery of the College's Academic Program, and committed to the academic success and personal wellbeing of all students, the Director of Learning must have exceptional communication and interpersonal skills, relate well to young people, and have well-developed organisational skills.

This is a substantial part or full-time permanent role (0.8 - 1.0 FTE) within the College and reports to the Dean. As a member of the senior management team, the Director of Learning works collaboratively with the Head of College, the Dean, the Librarian, the Business Manager, and the Director of Marketing and Development to promote the academic growth and life of the College, including the mentoring and pastoral care of all students.

The Director of Learning is a staff member with full or part time residential status, as negotiated with the Head of College. As such, accommodation is provided to the Director of Learning as part of the remuneration package as the Director of Learning is required to perform on-duty functions such as holistic care of students, problem solving and issue management during the day and over some nights.

DUTIES AND RESPONSIBILITIES

Organisational Leadership

The Director of Learning works to strengthen and promote the academic aspects of College life, principally in order to:

- support the academic progress and success of all College students; and
- position the College within the academic and wider community as a scholarly institution of distinction.

The Director of Learning will:

- develop and implement policies, procedures and programs designed to support the academic progress and success of students;
- perform a pastoral and mentoring role for students to help create an environment where students can flourish in their studies, personal development, and wellbeing;
- encourage the ethos of academic excellence within the context of an all-round collegiate education at St Mark's;
- develop connections with Old Collegians to encourage and enhance their participation in the academic life of the College;
- develop connections with the universities, industry and the professions to encourage constructive partnerships with the College;
- participate actively in College life and attend College events and activities (including those involving key stakeholders such as parents and donors);
- perform an on-duty role on agreed and scheduled occasions; and
- otherwise participate and provide input as requested by the Dean and/or Head of College.

Academic Program

The Director of Learning manages, and continuously improves, the in-house Academic Program (which has numerous aspects) in order to help students:

- achieve academic success;
- contribute to the creation of a College culture where young people are supported and can thrive; and
- transition successfully from school to university, and from university to the workforce and/or further study and to lifelong learning.

This entails coordinating, and further developing:

- the Academic Tutorial Program in which current high-achieving students and other tutors, including Old Collegians and others with appropriate academic standing, provide substantial academic support to students;
- the Faculty Dinner Program in which visiting academics, professionals and others meet and talk with students in an informal after-dinner setting;
- the Career Mentor Program in which current students are matched with working professionals in relevant fields to support students' transition into their chosen careers;
- the Visiting Scholars Program in which academics and others of standing visit the College for varying durations to contribute to College life;
- other academic support and professional skills training as may be appropriate to meet student needs, including advice on study abroad/exchange and postgraduate scholarship opportunities and the promotion of positive education; and
- the Learning and Wellbeing Review Program, in partnership with the Dean, in which students are met with each semester to discuss their academic progress and pastoral matters and to set personal goals ;
- other initiatives, such as academic publications by the College, to promote the College as a residential academic community of high standing.

Further, the Director of Learning takes personal responsibility for the progress and success of each College student, through:

- working with the Dean in the annual Learning & Wellbeing Reviews and in mentoring meetings for all students;
- meeting individually with students whenever requested or appropriate to discuss and assist with study-related matters and pastoral care matters, as may be affecting students' academic or general wellbeing;
- obtaining and reviewing mid-year and end-of-year university results for all students;
- providing statistical analysis of data;
- managing access to academic and pastoral support programs for students when necessary;
- monitoring and assisting students of particular academic concern; and
- proactively engaging with students within the life of the College.

Academic Centre

The Director of Learning works collaboratively with the Librarian and Library Committee to ensure the Academic Centre, including library collection, is:

- supportive of and responsive to students' academic needs; and
- reflective of the College's history, and its place in the community, as a distinguished scholarly institution.

Senior Common Room (SCR)

The Director of Learning is a member of the Senior Common Room and participates in SCR functions and events, including welcoming visiting academics, professionals and other guests.

On Call

As a member of the senior staff, the Director of Learning has full or part time residential status at the College, including being on call on agreed occasions with the Dean. As an on-duty staff member, the Director of Learning will provide holistic care to students while on duty, including responding appropriately to issues which may arise.

Marketing

The Director of Learning works collaboratively with the Head of College, Dean, and Director of Marketing and Development in the promotion of the College to key stakeholders, including students, parents, donors and Old Collegians.

The Director of Learning assists actively in the recruitment of new students which will include participating in careers information events, school visits, College tours, etc.

The Director of Learning contributes to the College newsletter, and to website and social media updates, to inform and engage the College's stakeholders.

PERSONAL ATTRIBUTES

The Director of Learning should demonstrate:

- commitment to the vision and values of St Mark's College;
- empathy for university students, and commitment to the academic success and wellbeing of all students;
- commitment to the College's success as a residential academic community and scholarly institution;
- a professional attitude to, and a highly-developed sense of, personal responsibility for the duties and requirements of the position;
- highly-developed interpersonal skills;
- highly-developed communication skills;
- highly-developed organisational skills;
- highly-developed problem solving skills;
- a collaborative approach and ability to build positive working relationships;
- enthusiasm, initiative and a desire to maximise the success of the College and its students; and
- an ability to garner the respect of the students, and to engage effectively with them, combined with an understanding of and concern for their unique challenges.

QUALIFICATIONS AND EXPERIENCE

The Director of Learning will be a graduate of a recognised university, probably with postgraduate qualifications, with a strong record of academic achievement.

Preferably, the Director of Learning will have experience of residential college life and experience in a role, or roles, related to tertiary teaching and/or the academic and pastoral care of tertiary students.