



St Mark's College

Position Description

Director of Learning

St Mark's College, Adelaide

The Role

The role of the Director of Learning is to lead and administer the College's Academic Program, actively encouraging academic excellence and supporting career preparation for all our students. The Director of Learning supports students in their transition to university, along their path through university, and in their transition to employment or further study. She or he works to uphold a culture of academic excellence that promotes clear academic goals and improvement, and a strong work ethic, helping students to fulfil their potential.

The Director of Learning will attract a person of academic standing who has experience in a teaching or university setting. They will have a warm and approachable manner, a commitment to the academic success and personal wellbeing of all students, outstanding communication and interpersonal skills, and strong organizational skills.

As a member of the College's senior management team, the Director of Learning works closely with the Head of College, Professor Don Markwell, to whom she or he reports. The Director of Learning is one of three senior staff who, between them, lead the three strands of the College's student-facing support – those other two being the Dean (who oversees student-related events and activities, and the smooth-running of day-to-day student life) and the Director of Wellbeing (who oversees provision of wellbeing support to students). As well as having a close, collaborative working relationship with these colleagues, the Director of Learning works in liaison with the Registrar, the Business Manager, the Librarian, the Archival Clerk, and other colleagues. The Librarian and the Archival Clerk both report to the Director of Learning.

The Director of Learning, along with the Dean and the Director of Wellbeing, provides oversight of and support to the College's appointed and elected student leaders. In particular, the Director of Learning works closely with the members of the Academic Team (the Senior Academic Tutor and the Academic Coordinators).

This is a substantial part-time or full-time role (0.8 – 1.0 FTE). A degree of flexibility in terms of days and hours worked is available to take into account some of the out-of-hours responsibilities of the position.

The College

St Mark's College is a vibrant, values-based residential academic community for students of the University of Adelaide, the University of South Australia, and Flinders University.

Founded in 1925, and the oldest of the residential colleges in Adelaide, St Mark's has both a rich history and a forward-looking outlook. With its combination of heritage-listed buildings and modern facilities set amid beautiful gardens, and with its own tennis courts, gym, music room, Chapel, and Academic Centre, it is a superb place in which to live and learn. It is conveniently located a short walk from the main University of Adelaide and University of South Australia campuses, and close to the cafes, restaurants and parklands of North Adelaide.

The College accommodates up to 245 students, many of whom are from rural and interstate backgrounds. Several of its key members of staff live on site.

St Mark's aspires to offer its students the best university educational experience possible, grounded in the pursuit of academic excellence, collegiality, and service. As the College moves into its second century, it is developing a new, living strategy to meet the evolving needs of its community. This has led to the development of a new staffing structure which, as set out above, sees the Director of Learning as one of three senior staff who between them lead the three strands of the College's student-facing support: Academic, Wellbeing, and Student Life.

This is an exciting time for the right candidate to join the St Mark's community, and to participate in an energising, supportive, and creative working environment, as we seek to develop a staff team of the highest calibre to contribute to an exceptional student learning experience. Our current Director of Learning, Dr Rachel Buxton, will be moving into a mentoring and advisory role within the College, and we are in the process of recruiting a new Dean as the current post-holder, Mr Stuart Meldrum, takes on the newly-created position of Director of Wellbeing.

More information about St Mark's College can be found here: <https://www.stmarkscollege.com.au/>

Key Responsibilities

The Director of Learning works to strengthen and promote the academic aspects of College life in order to support the academic progress and success of all of the College's students, and position the College within the academic and wider community as a scholarly institution of distinction.

The key responsibilities are as follows:

Organisational Leadership

- Develop and implement policies, procedures and programs designed to support the academic progress and success of all St Mark's students;
- Undertake 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 all-round collegiate education at St Mark's, including through the organization of the annual Academic Awards dinner;
- Develop connections with Old Collegians to encourage and enhance their participation in the academic life of the College;
- Develop connections with the universities and with 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 benefactors.

Academic Program

- Manage the College's in-house Academic Program and work to ensure its continuous improvement in order to help students achieve academic success, and to contribute to the creation of a College culture where young people can thrive, and are supported to transition successfully from school to university, and from university to the workforce and/or further study and to lifelong learning. This includes:
 - Coordinating the Academic Tutorial Program, in which current high-achieving students and others with appropriate academic standing provide substantial academic support to students;
 - Overseeing the program of Faculty Dinners, in which visiting academics, professionals and others meet and talk with students in an informal after-dinner setting;
 - Leading the development of the Visiting Scholars Program, in which academics and others of standing visit the College for varying durations to contribute to College life;
 - Providing other academic support and professional skills training as may be appropriate to meet students' needs, including Introduction to University training sessions for first-year students in Welcome Week, workshops on revision and exams, and advice on study abroad/exchange and postgraduate scholarship opportunities;
 - Obtaining and reviewing mid-year and end-of-year university results for all students, and providing statistical analysis of data to the Board and the Head of College.

Individual Student support

- Manage, in partnership with the Director of Wellbeing, the Learning & Wellbeing Review Program, in which each student has an individual meeting each semester to discuss academic progress and pastoral matters;
- Meet one-on-one with students as requested or required to discuss and assist with study-related matters and wellbeing matters as may be affecting students' academic or general wellbeing;
- Provide support to students in aspects of career development, including assistance with applications for internships, graduate positions or other employment, and further study;
- Monitor and assist students of particular academic concern, including those on Academic Probation.

Student Leadership oversight and support

- Oversee, and provide guidance and mentoring to, the members of the Academic Team (Senior Academic Tutor and Academic Coordinators) who are students appointed to support the implementation of the College's Academic Program and to promote a culture of academic excellence;
- Provide support to the two *Lion* Editors, who are students appointed to produce and edit the annual College magazine;

- Contribute to the recruitment and selection process of the Student Leadership Team, in close collaboration with the Dean and the Director of Wellbeing;
- Participate in the training for the College's appointed and elected student leaders. Different student leaders report to different senior staff: members of the Academic Team to the Director of Learning; members of the Wellbeing Team to the Director of Wellbeing; and the two Assistant Deans report jointly to the Dean and the Director of Wellbeing. The Dean also works closely with the College Club Committee and Charitable Foundation.

Student recruitment, selection, and retention

- Work collaboratively with the Registrar to support her work in student recruitment, marketing, and the admissions process, including through participation in careers information events, school visits, and College tours;
- In conjunction with the Registrar, develop and maintain relationships with schools and careers counsellor networks, and initiate new contacts where appropriate;
- Have responsibility, with the Dean and the Director of Wellbeing, for interviewing applicants to the College, and for selection of students;
- Contribute to the College newsletter, and to website and social media updates, to inform and engage the College's stakeholders.

Academic Centre and Archives

- Work collaboratively with the Librarian and the Library Committee to ensure that the Academic Centre, including the 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;
- Provide line manager support to the Librarian and the Archival Clerk.

Operational

- Manage, in partnership with the Dean and the Director of Wellbeing, the Academic, Wellbeing, and Training budget to ensure it is directed to achieving student outcomes and positive return;
- Contribute to building and maintaining a positive workplace culture by sharing knowledge and experience with colleagues;
- Identify and participate in training and development opportunities as part of continued professional development;
- Support the maintenance of workplace health and safety policies and guidelines;
- Provide detailed written reports to the Head of College and Board as required, and perform any other duties as may be determined by the Head of College from time to time.

Selection Criteria

The successful candidate will have:

- A strong academic background, with postgraduate qualifications and experience in a teaching or university setting;
- A strong commitment to the vision and values of St Mark's College, including:
 - commitment to the academic progress, personal growth, and wellbeing of university students; and
 - commitment to a culture of safety, respect, inclusion, and dignity for all.
- A warm and approachable manner, with an understanding of and empathy with young adults, and ideally with direct experience in roles related to the academic and pastoral care of university students;
- 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;
- Outstanding communication and interpersonal skills, and 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 ;
- Proven administrative and organisational efficiency and effectiveness, including excellent problem-solving skills and the ability to plan, work to deadlines, and manage workload;
- A confident, engaged, and flexible approach to the resolution of practical and individual issues; and
- A desire to be fully engaged in all aspects of College life, including attendance at out-of-hours events and student activities.

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

The position may suit an academic who wishes to re-focus their career to provide leadership, support, and all-round service to a residential community; however applicants from all suitable backgrounds will be considered, provided they can demonstrate both an understanding of academic and residential college life, and the relevance of their prior experience and skills to the post.

Terms and Conditions

The post is to be filled with effect from 5 January 2022 or as soon as possible thereafter. This is a five-year appointment, with an initial probationary period of one full semester.

This is a substantial part-time or full-time role (0.8 – 1.0 FTE).

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.

A degree of flexibility in terms of days and hours worked is available to take into account some of the out-of-hours responsibilities of the position.

Remuneration and other terms

The remuneration package comprises:

- An attractive salary, depending on qualifications and experience;
- Free meals in the Dining Hall when the College kitchens are open, and free on-site secure parking;
- Superannuation paid at the legislated rate (currently 10.0%).

There are five weeks of paid leave per annum, to be taken in agreement with the Head of College, in addition to the usual public holidays. Holidays must be taken outside the academic term (including examination period) and other periods when the Director of Learning's presence is essential.

Application process

Candidates should send (i) a curriculum vitae, (ii) a letter of application explaining (with reference to the selection criteria) how their previous experience, qualifications and skills fit them for this position, and (iii) the names and contact details of three referees. References will only be taken up for candidates short-listed for interview.

Applications should be sent to Ms Carol Atkinson at stmarks@stmarkscollege.com.au, to arrive no later than midnight on **Monday 18 October 2021**.

In addition to an interview, shortlisted candidates will have the opportunity to meet key College staff and members of the College Club Committee and Student Leadership Team, and have a tour of St Mark's.

For further information, please contact Ms Carol Atkinson at stmarks@stmarkscollege.com.au.