

Position Title: Online Learning Tutor	Business Unit: Dean & Academic
Reports To: Head of Online Programs	Direct Reports: No
Employment Type: Casual	Classification: Academic Teacher Level B/C – Education Services (Post Secondary Education) Award 2020
Budget responsible for: N/A	Location: Online Campus

**Purpose of the Role**

At Collarts, students come first. We believe in providing flexible, engaging, and high-quality education that empowers students to thrive in creative industries, wherever they are. Our hands-on approach and commitment to real-world learning ensure that students graduate with the skills and confidence to thrive in their chosen fields. We are committed to making education accessible, ensure that students can study anywhere, anytime, and be connected to the Collarts creative community. Our Online Learning Tutor (OLTs) play a critical role in bringing this vision to life.

As an OLT, you'll support students academically and be a key part of their learning experience to help them stay engaged, supported, and confident in their studies.

You'll be their first academic point of contact and guide them through their studies with expertise, empathy and enthusiasm. This role is about creating an environment where students can be inspired, connected, challenged and supported. It is suited to someone passionate about creative education, enjoys working flexibly and want to contribute to shaping an excellent online learning experience.

This position is fully remote and requires participation in an 8 hour online teacher training program to be completed before the teaching period begins.

Teaching allocations follow a sliding scale model linked to enrolment numbers. In this role there may be occasional times when working outside of normal hours is necessary to meet project deadlines or operational needs

**Strategic Goals the role contributes to the success of achieving:**

**We will launch Collarts Online**, a new offering of selected programs to an online audience. We will provide high-quality, interactive, asynchronous content, designed to be delivered flexibly around work and life commitments. We will create an engaging online creative community.

**We will be a trusted voice on new technologies**, producing up-to-the-minute education as solutions emerge. We will ensure students and graduates stay skilled for new roles and provide employers with know-how on emerging technologies for sustainable futures.

**We will give Collarts students access to new curriculum opportunities**, including electives, shared units, double degrees, UG certificates, VET qualifications and professional accreditations that boost their artistry, entrepreneurship and employability and fill our classrooms. We will keep alumni and industry partners up to date with the latest skills and knowledge via short courses.

**We will be externally endorsed as a high-quality provider** with self-accrediting authority and then University College status. We will be recognised as Australia's leading provider of creative tertiary education, with outcomes and partnerships that stand as testament to our quality.

### Key Outcomes

- Students receive a high quality learning experience and evaluations indicate high levels of satisfaction
- Students are actively engaged in the course to progress through their studies
- Current industry practices, trends and examples are applied the discipline specific contexts to give students authentic learning experiences
- Pro-active and timely interventions are employed to improve retention and academic success
- Online Learning Tutors reflect on teaching practice and actively engage in continuous improvement

### Key Accountabilities

The following accountabilities are not exhaustive, and others may be included as directed and in alignment with the role classification level.

#### Asynchronous Teaching

- Lead asynchronous learning activities that promote discussion, critical thinking and skill development
- Build an inclusive, supportive learning environment through active participation in discussion forums, check-ins, group activities and cooperative learning
- Maintain consistent engagement across trimester period so students receive timely responses, support and guidance
- Assess student work, offering clear, constructive feedback that helps them apply their learning in real-world creative industry contexts
- Identify students who need extra support and collaborate with student support and academic teams to ensure they have the resources necessary for success
- Complete Collarts Online Teacher Training Program (8 hours) to ensure familiarity with Collarts pedagogical approach to online learning
- Tutors will be required to complete marking responsibilities during the marking periods in Week 4, Week 8 and Week 12 and meet marking deadlines to maintain quality and timeliness of student feedback
- Follow all internal policies and procedures including and not limited to enrolment, assessment, participation and resulting

#### Team Collaboration

- Participate in Collarts Online to teaching community by engaging in discussions, peer collaboration and team meetings
- Work with Collarts Academic teams - Head of Online Programs, Program Teams, Learning Experience Design and fellow OLTs to continuously improve the quality, accessibility, and engagement of our online courses
- Share student engagement insights and teaching reflections with academic and learning design teams to inform unit enhancements and best practices

### **Student Success & Support**

- Foster a student-centered learning experience, ensuring students feel supported, valued, and confident in their academic journey
- Support peer-to-peer collaboration and networking by encouraging students to connect within and beyond the course
- Recognise early indicators of disengagement or academic difficulty and proactively intervene or refer students to appropriate support services
- Encourage self-directed learning by promoting effective study habits, time management strategies and problem-solving skills

### **Compliance and Copyright**

Maintain full compliance with all relevant legislation and regulations, including but not limited to:

- education legislation such as HESA, ESOS and the requirements of CRICOS / National Code,
- quality standards issued by education regulators TEQSA and ASQA,
- consumer protection and human rights legislation including anti-discrimination protections, and
- workplace health and safety legislation and associated safety instructions.

### **Selection competencies**

#### Essential competencies

- Teaching experience in the relevant discipline or related higher education programs
- Expert knowledge in the relevant field at a higher education level
- Retain currency of teaching experience and ability to teach broadly within the discipline
- Hold an AQF qualification at least one level higher than Degree level (i.e. AQF8 minimum)
- Possess demonstrable experience in online teaching and learning
- Strong communication skills, with the ability to motivate, inspire and guide students in an online setting
- Proactive and organised with the ability to manage deadlines effectively
- Exceptional digital literacy skills with confidence in using Learning Management Systems (LMS) (Canvas)
- Passion for enhancing the student experience and supporting student success

#### Desirable competencies

- Experience in online learning facilitation and student engagement
- Knowledge of interactive teaching methods and online tools (including Miro, Genially, Microsoft Teams, Echo360)
- Strong professional industry networks
- Enthusiasm for best practices in online education and a willingness to experiment with new teaching approaches
- Ability to interpret student engagement data and use insights to adjust teaching strategies and identify at-risk students
- Awareness of inclusive teaching practices and the ability to create neurodivergent-friendly learning environments

## Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values of:

**CURIOSITY** Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

**KINDNESS** Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

**CONNECTION** Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

**COURAGE** Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.

**MASTERY** Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.