



## Position Description

<b>Position Title</b>	Professional Experience Program (PEP) Coordinator and Lecturer/Senior Lecturer in Education
<b>Organisation Unit</b>	School of Education and Humanities
<b>Report to</b>	Dean, School of Education and Humanities
<b>Employment Type</b>	Full Time
<b>Remuneration</b>	In accordance with Educational Service (Post-Secondary Education) Award (MA000075) – Academic Staff – Level C
<b>Further Information</b>	<a href="mailto:recruitment@chc.edu.au">recruitment@chc.edu.au</a>

### Scope of the Position

The Professional Experience Program (PEP) Coordinator, Lecturer/Senior Lecturer in the School of Education and Humanities at CHC is responsible for coordinating the Professional Experience Program for all Initial Teacher Education courses and leading the PEP office.

This role also includes providing advice for PEP unit design and a reduced lecturing load in ITE courses as required. All CHC academic staff are expected to engage in scholarship related to their area(s) if specialisation and engage with colleagues in school-based and/or CHC-wide committees. A Senior Lecturer provides leadership in course development and scholarship, the latter including research publications.

Within the organisational structure of CHC, the Professional Experience Program Coordinator Lecturer/Senior Lecturer will report directly to the Dean, School of Education and Humanities, Head of School, and will work closely with Course Coordinators. The Lecturer/Senior Lecturer will consult with academic staff from other schools at CHC and with administration staff, particularly staff in Registry.

### Primary Purpose

The Professional Experience Program (PEP) Coordinator, Lecturer/Senior Lecturer is responsible for leading the Professional Experience Program across all Initial Teacher Education (ITE) courses, overseeing placement operations, and contributing to high-quality teaching and scholarship within the School of Education and Humanities. The role ensures effective partnerships with schools, supports pre-service teachers during placements, and contributes to curriculum, research, and broader academic service. Senior Lecturers additionally provide leadership in curriculum development and research.





## Key Responsibilities

- **PEP Leadership** – Oversee the coordination, quality, and compliance of PEP across all ITE programs.
- **Stakeholder Engagement** – Build and maintain strong relationships with partner schools, supervising teachers, mentors, and internal stakeholders.
- **Teaching & Learning** – deliver high-quality teaching in ITE courses, including preparation, assessment, and student support.
- **Scholarship & Research** – engage in scholarly activity and, for Senior Lecturers, provide leadership in research and produce reportable publications.
- **Academic Service & Collaboration** – Contribute to college committees, share expertise with colleagues, and support continuous improvement initiatives.
- **Operational & Administrative Oversight** – Manage placement systems, records, financial processes related to practicum payments and grants.

## Duty Statement

### Professional Experience Program Coordinator

- Coordinate, with a team of placement officers, the professional experience placements for pre-service teachers across partner schools.
- Develop and maintain strong relationships with schools, mentors, and key stakeholders.
- Manage placement allocations, ensuring alignment with course requirements and university policies.
- Provide advice and support to students regarding placement requirements, documentation, and professional conduct.
- Monitor and track student progress during placements, addressing issues or risks in a timely manner.
- Manage pre-placement briefings and resources for students and supervising teachers.
- Maintain accurate records and data using university systems.
- Contribute to continuous improvement initiatives by reviewing feedback from students, schools, and faculty stakeholders.
- Manage financial grant processes for student placement payments including the Commonwealth Practicum Payments and internal financial assistance grants.

### Lecturer/Senior Lecturer

- Preparation and delivery of class sessions (lectures and tutorials) in accordance with approved unit outlines, including development of learning resources for CHC's online learning management system.
- Preparation and marking of assessment items in accordance with approved unit outlines.
- Managing student enquiries.





- Keeping up to date with theoretical and empirical research in area(s) of expertise
- (Senior Lecturer) Providing leadership in curricula development and delivery.
- Engaging students in learning.

### **Scholarship and Research**

- Publishing scholarly articles in professional periodicals and academic journals, including reportable publications.
- Keeping up to date with theoretical and empirical research in area(s) of expertise
- (Senior Lecturer) Undertaking research that leads to reportable publications.
- (Senior Lecturer) Providing leadership in research.

### **General**

- Actively contributing to school-based and CHC-wide committees, including the School Board of Studies
- Sharing relevant expertise with colleagues
- (Senior Lecturer) Actively contributing to at least one CHC-wide committee.
- (Senior Lecturer) Consulting with employer groups and the Queensland College of Teachers

## **Selection Criteria**

### **Skills and Qualifications:**

- Education based qualifications, minimum master's degree (Academic B), or Doctorate (required for Academic C).
- Registration (or eligibility for registration) as a teacher in Queensland.
- Leadership role within either ITE programs in HE or School based role.
- Demonstrated capacity to prepare and deliver curricula within a higher education environment.
- Demonstrated capacity to engage students in their learning.
- History of, or evidence of potential for scholarly output, including reportable research publications
- (Senior Lecturer) Superior organisational skills demonstrated by appointment to a senior level in a school, university, or other education-related institution.
- (Senior Lecturer) Demonstrated capacity to lead others in scholarly activity.
- Proven planning, organisational and time management skills.
- Experience in teaching in a university, or Private Higher Education Provider.

### **Personal Qualities:**

- Demonstrated commitment to the Christian faith, evidenced by a mature Christian character and active involvement in a local church.
- Alignment with the INC Statement of Faith and support for Bible-based, Spirit-filled Christianity.
- Commitment to uphold and embody the values expressed in the CHC mission statement.





- Strong attention to detail, accuracy, and follow through in a high-volume administrative environment.
- Proven ability to manage competing priorities, meet deadlines, and maintain composure under pressure.
- Capacity to work collaboratively within a team, contributing to a positive, supportive, and solutions focused work culture.
- High level of integrity, discretion, and sound judgement when managing confidential or sensitive information.
- Adaptability and willingness to learn new systems, processes, and regulatory requirements as needed.

### **Workplace Health and Safety**

All employees have an obligation to comply with CHC's workplace health and safety policies, procedures, and instructions to ensure a safe workplace.

### **Equal Opportunity**

CHC is an equal opportunity employer. All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

### **Staff Development**

All employees are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

### **Use of Equipment**

In fulfilling their responsibilities, the Professional Experience Program Coordinator and Lecturer/Senior Lecturer in Education will interact with and be required to use the following:

- Personal computers and Microsoft Office
- Microsoft Edge, Internet Explorer, and other Web Browsers
- Office equipment e.g. printers, photocopiers, Electronic Whiteboards, data projectors etc.
- Various other software packages as required, including Moodle, Turnitin and Flex software, appropriate AI tools.

Specific training in the above will be provided, as required.





## Glossary of Terms

CHC	Christian Heritage College
IT	Information Technology
ITE	Initial Teacher Education
HE	Higher Education

