



At Footscray City Films, sessional staff may be employed to support the high quality of student learning outcomes sought and for the perceptions that students have of their Footscray City Films experience.

For the purposes of this policy, sessional staff is defined as any Footscray City Films teaching staff appointed on a casual basis or engaged in an honorary capacity to undertake a single or specific number of sessions relating to demonstrating, tutoring, lecturing, marking, supervision, academic research assistance, music accompanying with special educational service or other required academic or vocational activity.

Sessional staff includes: Guest speakers, people from the film and television industry, (this can also include former students employed in the Film and Television Industry)

### **It must be noted:**

Unless Sessional Staff hold the BSZ40198 in Certificate IV in Training and Assessment or equivalent they will be supervised in their role of trainer at all times. At present Sally Christie and Tim Spanos RTO Coordinator at Footscray City College hold the full BSZ40198 in Certificate IV in Training and Assessment and act as supervisors for all Training Packages in Screen. Tim Spanos supervises all training and assessment on a semester basis and makes recommendations accordingly.

### **Recruiting Sessional Staff**

Head of Film School should:

- Be aware of the proportion of their teaching that is conducted by guest speakers.
- Have clear procedures for employing guest speakers, including open competition for positions on the basis of merit where possible.
- Ensure that selection criteria for guest speakers' appointments include a consideration of teaching ability and performance.
- Ensure that guest speakers have a clear understanding of their duties and responsibilities, as outlined on the casual employment authority form or letter of honorary appointment.
- Ensure that casual guest speakers engaged for one semester or greater period are engaged to perform less than 60 per cent of the normal teaching load expected of a full-time employee of similar designation in that academic discipline.

### **Induction of Sessional Staff**

Head of Film School should:

- Have a point of contact for guest speakers when they require assistance or Information.
- Ensure that guest speakers receives induction that includes information about the Film School, and the course into which they are assisting.
- Ensure that guest speakers are familiar with College and Film School policies that are relevant to their role, especially those policies relating to Occupational Health and Safety, assessment, student and staff grievances, codes of conduct and plagiarism.
- Inform casual guest speakers about the information and resources available on the Film School's website and about how to access other information they may need.
- Ensure that casual guest speakers are familiar with the standard expected for the unit/s in which they are assisting.
- Invite casual guest speakers to Film staff meetings and social activities where appropriate.

### **Staff Development**

Head of Film School should:

- Assist and support new casual guest speakers develop an understanding of their assisting role and of the intended learning outcomes, content and standards associated with the unit/s in which they assist.

- Ensure that casual guest speakers are adequately prepared for their assisting role, including participation in formal staff development related to assisting for those casual staff with no prior experience.
- Support casual guest speakers to attend relevant staff development programs and provide casual payment for the time duration involved where this attendance is required or encouraged by the Head of Film School.
- Invite casual guest speakers to School planning sessions, to discuss validation requirements for those units they assist with, so that they are Industry current.

### **Access to Facilities and Resources**

Heads of Film School should:

- Ensure that casual guest speakers have appropriate access to facilities and resources required for their role – including office space, library access, email, phone, computer facilities, photocopying, and materials such as text books.
- Inform casual guest speakers about the various support services they may access and to which they may refer students.

### **Student Consultation**

Head of Film School should:

- Ensure that casual guest speakers are available for student consultations and that this is included as a formal component of their workload.
- Inform students about arrangements for consultations with casual guest speakers.

### **Assessment**

Head of Film School should:

- Ensure that casual guest speakers, who validate outcomes with staff, when they mark students' work are provided with marking schemes and understand the criteria and standards for assessment.
- Ensure that there is moderation of assessment when marking is undertaken by more than one person, who holds the Assessment Competencies from TAA04 or equivalent

### **Evaluation of Teaching**

Head of Film School should:

- Include casual guest speakers in schedules for evaluations / validation of teaching and of units.
- Include casual guest speakers in discussions to review units for review and validation.

### **Guest Speaker's Responsibilities**

Guest speaker's should:

- Attend Film and Television sessional induction program
- Work closely with the Head of School to ensure that tutorial content and administration is in line with Film and Television School policy and procedures
- Advise the Head of School of any issues or concerns regarding students, the material or administration
- Undertake tutorial and consultation hours as detailed in the engagement profile
- Ensure that Film and Television School administration has an accurate engagement profile signed by the Head of School
- Inform reception of consultation hours and location, work patterns and contact numbers
- Ensure students are aware of contact details and consultation hours
- Attend to all duties as prescribed on the engagement profile and inform the unit leader of any variation to hours, for example, if sick

## Draft Position Description

Position Title: Casual guest speaker member Film and Television School: Footscray Reporting to: Head of School Probationary  
Period: Employment mode: e.g. one semester engagement

### Position summary

Teaching excellence is a crucial component of the academic mission of the Film and Television School. Applicants will be selected in furtherance of this goal.

The Footscray City Film and Television School is responsible for all relevant academic activities of the School. Guest Speakers are responsible for assisting, providing academic and administrative leadership in the achievement of the mission and goals for the Film and Television School and to further the mission and strategic aims of the School.

The appointee will make a significant contribution to teaching students undertaking Certificate/Diploma/Advanced Diploma. The particular focus of this position is the assistance to teaching across units in areas of \* and/or \*.

### Key Responsibilities

- Commit to and strive to implement/achieve the Film and Television's vision, mission and objectives.
- Contribute to assisting the teaching, coordinating and liaising with Head of School.
- Engage in professional activities appropriate to the discipline.
- Contribute to the administrative functions of the Film and Television School, including the ability to maintain accurate attendance and assessment records for all students.
- Other responsibilities as assigned by the Head of School.

### Position/organisational relationships

This position will work under the general direction of the Head of School, working closely with the School's team of academic staff as well as the Film School's administrative staff.

### Training and qualifications

A guest speaker member will normally have relevant qualifications appropriate to the academic teaching activity with tertiary teaching experience and relevant industry experience.

### Selection criteria/core competencies

Broadly, the following selection criteria should be used in considering applications

- Ability
- Academic qualifications
- Currency and mastery of the subject matter
- Past teaching experience

Specifically, applicants must be able to demonstrate that they meet the following selection criteria:

Demonstrated willingness to enthusiastically commit to the vision, mission and goals of the College.

- A casual guest speaker member will normally have completed a Masters degree or equivalent qualifications and be able to demonstrate high-level tertiary teaching skills and industry experience.
- Excellent interpersonal, oral and written communication skills and an ability to relate well to young adult students, Film and Television staff and contacts within the business environment.
- Evidence of development and implementation of innovative teaching programs.
- The ability to develop and use a variety of resources (including technology) to support student learning in a creative and challenging manner.
- Demonstrated commitment to and enthusiasm for assisting the teaching, and a good record.
- A demonstrated commitment to learning, and to their own on-going professional development as well as the ability to work as a contributing member of a team.
- Organisational and administrative abilities necessary for coordination and administration of units, and other

administrative duties as required.

- Knowledge and understanding of the needs of a diverse range of young adult students from a wide variety of international and cultural backgrounds.
- Demonstrated knowledge of and commitment to:
  - a. Anti-discrimination legislation covering affirmative action for women;
  - b. Inclusion of people with disabilities in work and study;
  - c. Occupational Health and Safety (OH&S) legislation and requirements.

### **Performance evaluation**

Following appointment of a casual guest speaker, the Film and Television School shall evaluate performance on a regular basis. The Head of Film and Television School will review the evaluations at the end of each period and provide verbal feedback. Evaluation shall be based on the effectiveness rather than the popularity of the casual guest speaker, as indicated by command over subject matter, familiarity with recent developments in the industry, preparedness, presentation, accessibility to students and influence on the intellectual and scholarly development of students. Decisions not to reappoint a casual guest speaker will not be based exclusively on student evaluations.