

POSITION DESCRIPTION

Title: Lecturer – Ceramics

Status: Permanent Part Time (0.5 FTE)

Classification: Lecturer Level C

Reports to: Head of Ceramics

Direct reports: Nil

Issue date: August 2026

JOB PURPOSE

The Lecturer – Ceramics is primarily responsible for teaching and supervision at all levels within the degree programs of the National Art School (NAS), including the development of appropriate teaching resources and related course administration within the Ceramics department. The role also requires a broad contribution to NAS operations including participation in School committees, events, student recruitment and promotional activities.

Academic faculty employed at this level are expected to be professionally active within their field of specialisation and are expected to make a significant contribution to practice, scholarship and teaching in their discipline at a national level.

STATEMENT OF DUTIES

LEARNING & TEACHING

- Effective delivery of studio-based classes, lectures, seminars, tutorials and postgraduate supervision to students of NAS;
- Provision of timely and accurate feedback to students on their progress; and
- Development and preparation of curriculum and teaching resources in accordance with the School's accredited course requirements.

ADMINISTRATIVE RESPONSIBILITIES

- Participation in student assessment procedures within the subject area and maintenance of related records;

- Provision of advice to students on a range of issues including academic and pastoral;
- Participation in school committees and workgroups.

ORGANISATIONAL RESPONSIBILITIES

- Effective liaison with the Head of Ceramics and all staff involved in the delivery of NAS academic programs;
- Participation in student recruitment and selection processes; and
- Contribution to advocacy and promotional activities of NAS.

SCHOLARSHIP & PROFESSIONAL ACTIVITY

- Significant contribution to teaching through scholarship and professional activity;
- Maintenance of professional/scholarly recognition at a national level through significant contribution to artistic practice/scholarship and related professional activity in relevant specialist field.

GENERAL DUTIES

- Maintenance of effective and respectful working relationships across the School;
- Participation in the application of School systems, policies and procedures including Workplace Health & Safety;
- Undertaking of continuous professional development including participation in staff training activities;
- Performing other duties commensurate with this level as required.

QUALIFICATIONS AND EXPERIENCE

- Postgraduate qualifications in relevant discipline at AQF level 10 or equivalent professional experience.
- Excellent record and current profile of artistic practice in the field of Ceramics evidenced through exhibitions, scholarly activity or publication at a national level.
- Excellent record of subject development and delivery in the field of Ceramics within a higher education setting.
- Excellent interpersonal, verbal and written communication skills.
- Able to communicate and engage with people from diverse lived experiences and backgrounds.
- Organisational, problem solving and time management skills with the ability to complete tasks within deadlines.
- Computer literacy, including proficiency in Microsoft Office.
- Knowledge of and commitment to ethical practices, EEO and WH&S policies.

KEY RELATIONSHIPS

Internal	
Head of Department	Contribute to the development and delivery of the Ceramics curricula at the National Art School.
Departmental Staff	Develop and maintain effective working relationships, engaging and consulting in the delivery of organisational objectives.
Students	Provide a safe, supportive and effective learning environment for students.
Colleagues	Develop and maintain effective and collegiate working relationships with all employees of the National Art School.
External	
Service providers and program partners	Develop and maintain effective working relationships. Manage reputation, value and cost in the best interests of the National Art School.
Professional sector	Develop and maintain effective working relationships with the professional arts sector.
Academic sector	Develop and maintain engagement and collaboration with academic peers and institutions.

ACKNOWLEDGEMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____