

Position Description

Position Title:	ELICOS Teacher
Employment Type	Casual
Working Hours:	Up to 20 teaching hours per week plus up to 10 hours of administration, assessment and consultation included in the teaching rate as per the Educational Services (Post-Secondary) Award Teaching hours either 8:50~1:15 or 1:20~5:45
Location	Bourke St, Melbourne CBD or Eagle St, Brisbane CBD
Reports to:	Academic Manager
Salary Range:	Impact English College Step Level p/h Rate

1. About the College:

Impact English College is an award-winning provider of intensive English language courses to overseas students (ELICOS). 7 time recipient of the Victorian International Education Award in the areas of Excellence in English Language Training, Student Experience, Employability and Careers, Student of the Year, and including International Education Provider of the Year, Impact has built an outstanding reputation for teaching excellence and customer service. The College provides a broad range of English language programs, exam preparation and transitioning and learning support services to a diverse student cohort who are preparing for higher education, vocational training or employment.

2. Our Values

At Impact we value education, innovation and intercultural exchange. We are committed to best practices in teaching and learning and aim to foster supportive learning environments for our staff and students.

3. Our Goals

- To deliver high quality education services in a fair and responsible manner.
- To provide staff and students with a supportive environment to foster learning outcomes and develop personal and organisational growth
- To provide a place of employment which supports growth, encourages ideas, recognises initiative and provides security.

4. Purpose of the Position

The ELICOS teacher will be responsible for the preparation and delivery of English language classes to adult international students. The teacher will be responsible for course delivery, assessment, class administration, record keeping and results reporting. The ELCOS teacher will be also responsible for the preparation and delivery of extra-curricular activities including excursions, study help and clubs. Other duties may include but not restricted to: resource development, intake testing, level checks, advising students, mentoring teachers & contributing to professional development.

The position reports to and receives direction from the Academic Manager. This position operates within the College's policies and procedures, and other relevant legislative requirements applicable to the College, and is required to work independently, as well as within a program team environment.

5. Key Responsibilities

- Teach within the full range of Impact's ELICOS programs (General English, IELTS/EAP preparation, Cambridge Exam Preparation, Business English and Barista/Café) and English level proficiencies (elementary to advanced).
- Up to 20 hours of scheduled ESL classes per week (teaching rates include additional hours for administration, assessment and consultation at the rate of 0.5 hours included per every hour taught). Some possibility of additional extra teaching or supervisory hours on occasion.
- Teach engaging and effective lessons within the prescribed course syllabus and ensure that all aspects of course delivery meet the stated aims and learning outcomes.
- Facilitate student learning in all language skills areas, providing constructive feedback on student's work and referring students to additional materials as required.
- Manage the learning process and facilitate individual student learning by providing advice on strategies to overcome learning difficulties and /or by referral to specialist services as appropriate.
- Establish and maintain a positive learning environment and encouraging students to take responsibility for their own learning.
- Research, prepare and customise assessment tasks suitable for a range of learning styles and in-line with learning outcomes.
- Record results of student performance in accordance with the requirements of the relevant course.
- Assist in the invigilation and marking of any course work or assignments as required and participate in the standardisation of assessments.
- Undertake a range of administrative, coordination and learning services directly related to the areas being taught such as interviewing and assessing new students.

- Comply with quality assurance policies and procedures in accordance with the ESOS Act /National Code (2007), National ELICOS standards and Australian Skill Quality Authority (ASQA) regulations.
- Participate in a personal professional development program that ensures current exposure to industry and ensure teaching practices and teaching content are up to date and relevant to student needs.
- Adhere to and cooperate with all OHS policies and procedures of the College.
- Any other duties as directed by the Academic Manager either directly or by delegation via the Academic Coordinators.

6. Key Selection Criteria

- Extensive experience in teaching a wide range of ELICOS programs including: General English, IELTS/EAP preparation, Cambridge Exam Preparation, Business English and Barista/Café English
- Comprehensive understanding English Language proficiency levels as proscribed under the CEFR (Common European Framework of Reference)
- Demonstrated excellent communication, interpersonal and team skills relevant to maintaining professional relationships with staff and students.
- Demonstrated ability to provide ongoing mentoring and support to academic and teaching staff.
- Strong computer literacy and IT skills including use of basic software packages (Microsoft Office, Excel, Power point etc).

7. Essential Qualifications

- An approved bachelor degree or equivalent tertiary qualification/s.
- TESOL or CELTA certificate or equivalent teaching qualifications.
- 2 years minimum relevant experience in industry and/or education and training in the area of ESL.
- Current Police or Working with Children Check.

8. Declaration

I (full name) _____ declare that I have read and understood the duties and Position Description detailed above and accept them fully.

Staff Signature: _____

Date: _____

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