

POSITION DESCRIPTION CASUAL TEACHER

POSITION SPECIFICATIONS

Position Title:	ELICOS Teacher
Type of Employment:	Casual
Reports to:	Academic Manager
Location:	Impact English College – Bourke St, Melbourne CBD or Eagle St, Brisbane CBD

POSITION OVERVIEW

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, lesson planning, assessment, class administration, record keeping and results reporting. The ELICOS teacher may also be responsible for the preparation and delivery of extra-curricular activities including excursions, study help and impactivities.

Other duties may include but are not restricted to: resource development, intake testing, level checks, advising students, mentoring teachers and 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 requires the teacher to work independently, as well as within a collaborative team environment.

ROLE RESPONSIBILITIES

PLANNING

- Complete the teacher training induction on ICON, and any subsequent training as it may relate to new courses
- Review and understand Impact Policies and Procedures that relate to course delivery, marking and assessments, student progression and promotion and students' attendance and code of conduct
- Plan and prepare lessons in accordance with the curriculum, syllabus documents, available resources and assessment requirements
- Understand the Impact student profile in order to adapt teaching methodologies to maximise students' learning outcomes

TEACHING

- 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)

- Deliver 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
- 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
- In line with the Impact syllabus, deliver well planned and prepared lessons which utilize a range of teaching methodologies and cater to student needs and interests.
- Demonstrate effective classroom management
- Facilitate student learning in all language skills areas, providing constructive and timely feedback on students' 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 the Academic Manager as appropriate
- Establish and maintain a positive learning environment and encourage students to take responsibility for their own learning

ASSESSMENT and MARKING

- Research, prepare and customise assessment tasks suitable for a range of learning styles and in-line with learning outcomes
- Make consistent, fair and reliable assessment judgments based on available rubrics and prescribed assessment criteria
- 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 and participate in the moderation of assessments as required
- Undertake a range of administrative, coordination and learning services directly related to the areas being taught such as interviewing and assessing new students

ATTENDANCE and ADMINISTRATION

- Ensure students' attendance is recorded correctly on the class roll for each session
- Adhere to and support Impact's late policy
- Complete the Class Record of Work at the end of each lesson. Ensure that content, resources used, homework and starting point for the following day are detailed clearly on the document
- Provide a concise and professional hand-over for class co-teacher

COMPLIANCE and BEST PRACTICE

- Comply with quality assurance policies and procedures in accordance with the ESOS Act/National Code (2018), National ELICOS standards and Australian Skill Quality Authority (ASQA) regulations.
- Adhere to and cooperate with all OHS policies and procedures of the College
- Identify students at academic, attendance, or personal risk and promptly refer to the relevant Impact team member for action

- Participate in professional development that ensures current exposure to developments within the industry and ensure teaching practices and teaching content are up to date and relevant to student needs
- Any other duties as directed by the Academic Manager either directly or by delegation via the Academic Coordinators

SELECTION CRITERIA

Applicants must have-

- An approved bachelor degree or equivalent tertiary qualification/s
- TESOL or CELTA certificate or equivalent teaching qualifications
- Two years minimum relevant experience in industry and/or education and training in the area of ESL

PROFESSIONAL BEHAVIOUR

- Demonstrate professional workplace behaviour to students, and all Impact team members, by engaging in positive, professional behaviour at all times
- Stay informed of relevant developments that may affect Impact students, Impact team members and teaching/assessment
- Advise the Academic Manager/Co-ordinator of absence or lateness in line with campus procedures as early as possible
- Dress in business appropriate attire at all times unless otherwise advised
- Respectfully use and return Impact resources and equipment
- Work collegially and collaboratively with all Impact team members

TIMETABLE

- Timetabling is organised as per the needs of the business and as assigned by the Academic Manager, taking into consideration teacher preferences and availability. Classes and courses are assigned to teachers as per the needs of the business. It is Impact's policy to allocate teachers to a range of levels and classes to broaden experience and expertise
- Due to the casual nature of this role, ongoing work is not guaranteed in any form
- Teachers are expected to be onsite 30 minutes prior to class starting and for 15 minutes after class has finished

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: _____