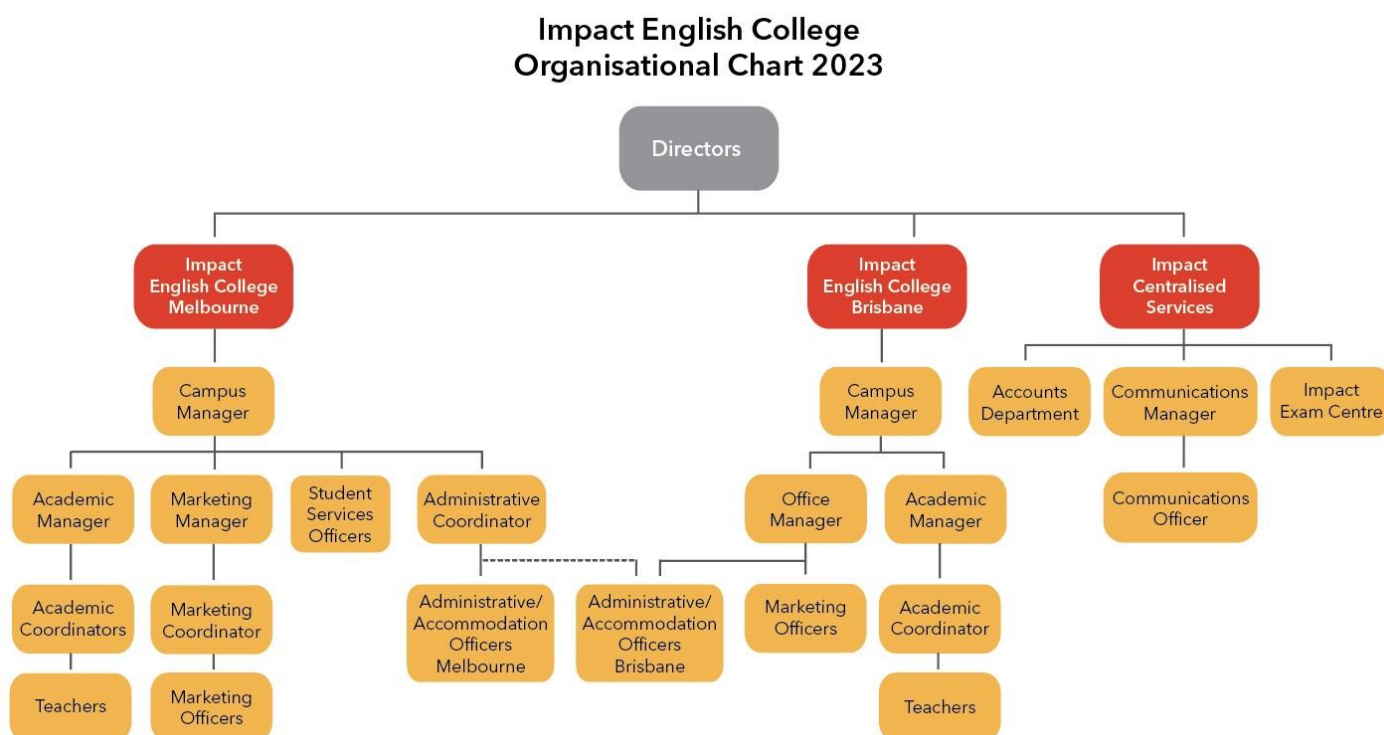


## POSITION DESCRIPTION: Academic & Cambridge Exam Centre Coordinator

<b>Position Title:</b>	Academic and Cambridge Exam Centre Coordinator
<b>Type of Employment:</b>	Full time contract position
<b>Working Hours:</b>	37.5 hours per week between the hours of 8.00 to 6.00 (8:00 to 4:00 or 10:00 to 6:00)
<b>Reports to:</b>	Academic Manager
<b>Location:</b>	Impact English College, 620 Bourke St, Melbourne, 3000
<b>Salary Range:</b>	Commensurate with Qualifications & Experience

### ORGANISATIONAL CHART



### POSITION PURPOSE

The Academic Coordinator is a key position with responsibilities for assisting in the day-to-day operations of the Academic Department. Responsibilities include teaching, assessing, providing educational leadership, development of existing and new programs, quality assurance management and professional development, staffing, team building and human resources management within the academic department, monitoring compliance requirements and working to ensure that students and teachers receive the best outcomes, service and advice possible.

As Impact Cambridge Exam Centre Coordinator you are responsible for liaising with Cambridge English Language Exams administrators in Australia and the UK as well as our Cambridge Coordinator in Brisbane, and other Cambridge Exam Centres and Managers, and the Melbourne Team Leader.

You will be responsible for the administration of all aspects of the Exam Centre - including the accepting and processing of applications, organising and issuing the exam timetables, scheduling of examiners, appointment of and training of invigilators, supervising registration and exams, following up on any issues that may arise before, during and after exams.

## KEY SELECTION CRITERIA

**The successful applicant will be a self-motivated individual who is capable of demonstrating the following:**

### QUALIFICATIONS

#### ESSENTIAL

- Bachelor's Degree or higher
- CELTA or higher qualification in TESOL

#### DESIRABLE

- Post Graduate qualification in TESOL
- Diploma of Education, DELTA

### EXPERIENCE

#### ESSENTIAL

- Senior Teacher, Academic Coordinator or similar, especially in the Australian ELICOS context
- Substantial experience as a TESOL teacher in an ELICOS context
- Development and coordination of courses and programs in an ELICOS centre
- General and academic counselling of students
- Support and development of teachers
- Assessment and evaluation of ELICOS student language levels

#### DESIRABLE

- Observation of teachers and provision of constructive feedback
- Leading a Professional Development Program for teaching staff
- Timetabling students and rostering staff

### SKILLS

#### ESSENTIAL

- Academic and personal leadership
- Excellence in teaching a range of ELICOS courses and levels
- Problem solving
- Administration, organisational and time management
- Ability to work in a fast paced, changing environment
- Ability to work both independently and as a team player
- Ability to work beyond a position description
- High level of verbal and written communication
- Computer skills (Microsoft Office, Excel, LMS, and use of database)

#### DESIRABLE

- Ability to develop, update and implement courses
- (Teaching) experience in an overseas setting

### KNOWLEDGE

#### ESSENTIAL

- Knowledge of materials and resources for a wide range of English language courses
- An understanding of the international education business especially in terms of ELICOS
- An understanding of the differing needs of ELICOS students
- Knowledge of the general needs of international students in terms of tertiary education
- Knowledge of the CEFR

#### DESIRABLE

- An understanding of relevant legislation related to ELICOS

## THE ROLES AND RESPONSIBILITIES OF THE ACADEMIC COORDINATOR INCLUDE THE FOLLOWING

### GENERAL

- Demonstrate professional workplace behaviour to students and Impact team members by engaging in positive professional behaviour always
- Stay informed of relevant developments that may affect Impact students, Impact team members and teaching/assessment
- Work collaboratively and collegially with all staff members in the college
- Be proactive and show initiative and cooperation to improve the Academic Department and the College's operations
- Closely monitor personal success and continually strive to improve by learning from other team members and line managers
- Attend relevant meetings, events and professional development activities when required
- Monitor English only policy
- Maintain standards as set out in the National ELICOS Standards framework
- Adhere to the Impact Code of Conduct
- Other duties as requested

### ACADEMIC ADMINISTRATION

- Assist the Academic Manager in the day-to-day academic management and administration of the college
- Manage class allocation of new and existing students as required
- Coordinate student testing, Progress Reports, and student/teacher interviews
- Participate in the interviewing and hiring of teachers as required
- Maintain timetables and emergency teacher lists as required
- Plan and conduct contract teacher meetings as required
- Share responsibility for the arrangement of, and assistance to Emergency Teachers
- Organise Impact's extra Impactivities classes
- Teach in any of Impact's courses, Impactivities, and study help supervision as required
- Emergency and other teaching as required
- Function as Academic Manager as required

### TEACHING TEAM SUPPORT

- Provide ongoing mentoring and support to teaching staff on a daily basis
- Induct and mentor new teaching staff
- Maintain the collegiality and high standards that have become a hallmark of Impact.
- Deliver, monitor and take part in the Professional Development program for teachers.
- Develop new, and update existing curriculum and syllabus
- Assist in the co-ordination and development of resources and materials for both teaching staff and students.

### STUDENT SERVICES

- Consultation with and assessment of enrolled or potential students and the provision of academic advice to them
- Prepare and distribute student notices
- Initial assessment and class placement of new students
- Provide academic support and advice to students
- Participate in student events
- Support first day orientation procedures and school tour as requested

### CAMBRIDGE EXAM CENTRE COORDINATOR

- Process Impact English College Melbourne and Brisbane Cambridge Exam applications
- Liaise with Impact's Cambridge Exam Centre Manager, and Brisbane's Exam Coordinator, Cambridge administrators in the UK and Australia, and with the Melbourne Speaking Examiner Team Leader and other Exam Centre Managers or Coordinators.
- Examination Timetabling, and issuing of Confirmations of Enrolment
- Schedule Examiners
- Appoint and organise training requirements for invigilators

- Maintain and supervise Exam Day materials
- Exam Day registrations and supervision
- All administrative matters that may arise before, during and after exams

#### **COMPLIANCE**

- Maintain compliance requirements in terms of attendance in particular
- Monitor and support teachers to produce and maintain Progress Reports and Lesson Records
- Other duties as required

#### **OTHER RELEVANT INFORMATION**

- Applicants must have the right to work in Australia.
- An offer of employment may be subject to a police check.

#### **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: \_\_\_\_\_