



# Position Description

## Position Details

<b>Business Entity</b>	Kaplan Higher Education	<b>Department</b>	ELICOS
<b>Job Title</b>	EAP (ELICOS) Instructor	<b>Location</b>	Murdoch
<b>Reports To</b>	ELICOS Director of Studies	<b>Direct Reports</b>	None

## Overall Purpose

As EAP Instructor you will be delivering our English for Academic Purposes program to international students on a pathway at both undergraduate and postgraduate level at university. You will plan and deliver high-quality EAP lessons for 23 hours per week. In addition to this, you will offer active student support and perform administrative duties as required.

## Key Responsibilities

### Academic

- Plan and teach up to 23 hours per week in English for Academic Purposes 2
- Offer active academic support to students requiring additional assistance
- Mark assignments, tasks, exams and homework as necessary

### Administrative

- Keep accurate records of student attendance and input this data into MIT's attendance-keeping application
- Keep students record of student's result up-to-date and accurate in record keeping application
- Input hours taught into MIT's payroll record-keeping application
- Attend teachers' meetings as required

### Other

- Refer students to academic and pastoral support offered by the college as necessary

### Contribute to a supportive, positive and safe workplace

- As invited/ available, attend MIT professional development offerings, and MIT social activities

## Qualifications and Skills

### Essential

- TESOL qualification (such as CELTA) or relevant experience
- Bachelor degree or higher
- Working with Children Check (or willingness to attain one)

### Desirable

- Master's level qualification or higher
- Have experience delivering EAP in a university or university pathway environment



# Position Description

- Experience with LMS
- Windows Word and Excel literacy

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_