

Position Details				
Business Entity	Kaplan Higher Education	Department	ELICOS	
Job Title	EAP (ELICOS) Instructor	Location	Murdoch	
Reports To	ELICOS Director of Studies	Direct Reports	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

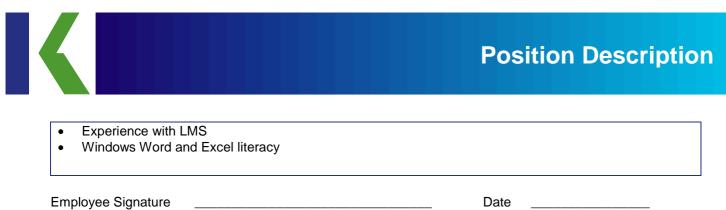
Qualifications and Skills

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



Manager Signature	 Date	