



Position Description

Position Details			
Business Entity	Kaplan International	Department	Teaching
Job Title	Activities Coordinator	Location	Brisbane
Reports To	Director of Studies	Position type	Permanent
Applications close	24 June 2018		

Overall Purpose

The Activities Coordinator is responsible for teaching English language to international students and managing the student activities programme on campus.

Key Responsibilities

Academic

- Teach 15 hours per week comprising 20 (45-minute) lessons.
- Prepare and deliver lessons with the aim of achieving the objectives and outcomes of the syllabus
- Maintain class registers and work records on a daily basis
- Effectively manage students and their behaviour
- Teaching subjects using the Kaplan International English curriculum in accordance with the school's policy requirements (and the various examining bodies requirements in examination classes)
- Administer and evaluate students' work
- Recording results and completing progress and leaving reports for the students
- Presenting certificates to graduating students
- Attending the weekly teachers' meeting
- Participate in professional development seminars/workshops delivered by Kaplan
- Assist with developing resources for teachers
- Attend teacher development programs as appropriate
- Participate in the annual performance appraisal and follow-up on the outcomes of the appraisal
- Allow observation of your classes by the DoS or Senior Teacher
- Keeping your classroom and teachers' room space tidy
- Write Individual student reports

Activities

- Work 12 hours on activities per week.
- Be responsible for creating a monthly social program for students. This should include 2 Kaplan International English weekend trips, and a variety of sport, art and cultural activities during weekdays, according to the college requirements or as program changes necessitate.
- Take students out to activities – at least twice a week.
- Prepare thoroughly for all Kaplan International English social activities; book venues, transport, accommodation, prepare food and refreshments.
- Give one month's notice on any changes to schedule that may occur due to social program or college commitments. Should changes occur unexpectedly, your manager needs to be notified immediately.



- Be responsible for the wellbeing of all students when on an activity. Administer First Aid when necessary, and update this training at appropriate times.
- Establish and be available for set payment & question times for students who wish to book and pay, or receive information about activities.
- Actively promote and advertise monthly Kaplan International English activities and local events in and around Sydney as well as packaged programs offered by the college.
- Ensure all liability documents are completed.
- Maintain and update activity notice boards throughout the college.
- Collect payments for all activities from students, deposit the revenue with the finance department and prepare balance sheets after each paid activity. Other Financial responsibilities include requesting invoices from providers and checking the accuracy of all invoices to be paid by Kaplan International English for the activity program.
- Understand activity budget goals and be aware of available expenditure, therefore actively increasing the profit made by the college's activity program
- Contribute to staff meetings and the development of new procedures and systems in the college
- Assist the Student Services Department with general duties including, but not limited to; answering the phone and directing students with questions.
- Research, develop, promote and manage packages of English and tourist activities programs eg surfing, travel packages around Australia including liaison with suppliers and collection of money and all other administrative related tasks

Contribute to a supportive, positive and safe workplace

- Compliance with all company policies and procedures including WHS legislation requirements
- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health
- Being a productive member of the Kaplan team by displaying the Company values through your day to day role
- Adherence to Company Policy and Procedure

Qualifications and Skills

Essential Requirements:

- Excellent English communications skills
- Highly developed interpersonal skills
- Confident and outgoing personality
- Outstanding customer service
- Ability to work well under pressure
- Self-motivated and able to work without direct supervision
- Strong computer skills including experience with databases
- Working with Children eligibility
- Permanent Australian residency

Preferable Requirements:

- Experience in a reception/front desk role
- Experience in an International language School or similar environment
- Speak a second language
- International cultural awareness



Position Description

Applications- Please email or drop by a cover letter to Rachel explaining why you would like this position and an updated CV by 24 June 2018.

Employee Signature _____ Date _____

Manager Signature _____ Date _____