

<b>Business Entity</b>	The University of Adelaide College	<b>Department</b>	GAE Program
<b>Job Title</b>	Senior Teacher (Higher Duties)	<b>Location</b>	Adelaide
<b>Reports To</b>	ELICOS Director of Studies	<b>Direct Reports</b>	Nil

## Position Purpose

- To provide leadership support for the Director of Studies and contribute to continual improvement in quality of the GAE program
- To assist in the week-to-week operational processes of the General Academic English program

## Key Responsibilities

### Teaching (as per GAE teacher job description)

- Preparation and delivery of scheduled class lessons and excursions (if applicable)
- Preparation to point of presentation, to students of course materials, both core texts and supplementary materials
- Production of appropriate teaching materials and handouts for students for whom teacher is responsible
- Preparation of course outlines and curriculum documents as required
- Marking and assessment primarily connected with courses in which main teaching activity occurs
- Limited administrative functions (e.g. keeping attendance rolls, recording assessment, writing reports, etc as required)
- Exam setting, marking and invigilating (exam supervision)
- Attendance at appropriate meetings
- Course outlines and curriculum documents to be made available to program managers in soft copy and remain the property of the College
- Professional development to be undertaken at certain times of the year if required by the College (e.g. OHS)

The following teaching-related duties (as per GAE teacher job description) will be dependent on the extent of other activities allocated by the Director of Studies, as per Program and Student Management and Course and Curriculum Development below:

- Preparation and delivery of up to two 1 hour skills workshop sessions per week for every 20 hours per week of normal class teaching load
- Consultation with students - minimum 1/2 hour consulting, for every 2 hours of contact teaching (this is associated working time built into contract/hourly rate)
- Perform up to three (3) hours per week of administrative or program learning support duties as required, which may include excursions, learning support supervision or other student supervisory activities

### Program and Student Management

- Assist the Director of Studies with the efficient and effective operation of the program
- Assist with Orientation activities when required, especially larger student intakes
- Assist with placement testing, exit testing, and the development of testing materials and formats
- Assist with the induction and mentoring of new teaching staff in the program

### Curriculum and Course Documentation

- Assist the Director of Studies with development of curriculum and course documentation, including course outlines, assessment plans, and archiving of resources
- Assist with ensuring assessment reporting is consistent and accurate and archived regularly
- Assist with the development and production of policies and procedures relevant to the GAE program

### Workload

- The usual workload of the GAE Senior Teacher (Higher Duties) will be 20 hours per week (or equivalent) of teaching, and non-class related duties (teaching and operational) equivalent to GAE teacher role outlined above.
- At certain times, the Director of Studies may approve a reduction in teaching hours in order to allow a greater input into the non-teaching responsibilities of the GAE Senior Teacher.
- The Senior Teacher role may at times involve extra tasks and responsibilities due to the needs of the program. The Director of Studies will negotiate and communicate any such responsibilities or tasks, including reduction in teaching hours (as above) or time in lieu, as per Kaplan Leave Policy.

### Qualifications and Skills

#### Essential

- Empathy with all students and cross cultural sensitivity
- Leadership skills
- High level of organisational skills, including excellent verbal and written communication
- Ability to work autonomously and as part of a team to achieve desired teaching/learning outcomes
- Ability to work cooperatively and effectively
- Ability to work under pressure and to prioritise work effectively
- Ability to represent the college positively and to work with other staff to identify solutions to issues
- A recognised degree and a formal teaching qualification related to the teaching of English as a language
- A minimum 2 yrs' teaching experience to students from non-English speaking backgrounds
- Ability to oversee and contribute to the critical area of academic quality assurance
- Familiarity with the University of Adelaide College programs and systems
- SA police clearance certificate
- IT skills

**Desirable**

- Academic staff management skills
- Awareness of ELICOS sector issues and trends
- Awareness of developments in teaching methodology, especially in the field of EAP, and ability to present on these topics to teaching staff
- Leadership experience in an educational institution, preferably related to teaching English as a language
- Understanding of and commitment to business leadership principles as they apply to an educational organisation
- An understanding of regulatory and compliance related matters as they pertain particularly to an ELICOS environment
- Familiarity with The University of Adelaide programs and systems
- Knowledge of courses and institutions available to students
- TESOL qualification at postgraduate diploma level or above (MA TESOL/Applied Linguistics, DELTA)

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_