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| Position Details |
| **Business Entity** | Kaplan International  | **Department** | Teaching |
| **Job Title**  | Structured Study Coordinator | **Location** | Brisbane |
| **Reports To** | Director of Studies | **Direct Reports** | Nil |

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| Overall Purpose |
| The Structured Study Coordinator is responsible for teaching English language to international students, promoting and managing the study centre, K+tools usage and study clubs. |

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| Key Responsibilities |
| **Structured Study Coordinator*** Ensure the Study Centre is user-friendly, well-organized, and meets the ongoing needs of the students.
* Actively promote independent learning and the use of the Study Centre within the school, ensuring that the benefits of the Study Centre are widely understood within the school by both staff and students, including new students as part of student orientation.
* Provide ongoing training and support to teaching staff in incorporating independent learning into their teaching, including through the provision of professional development.
* Manage the scheduling and staffing of study clubs and other academic activities within the school timetable.
* Develop and trial new study clubs and academic activities to meet the ongoing needs of the school and its changing student population.
* Work with the IT team to ensure that the IT infrastructure in the Study Centre is maintained to an appropriate working standard.
* Liaise with the Director of Studies to manage the budget for resource development and provision of future independent learning activities.
* Keep all departments in the school informed about developments in the Study Centre.
* Manage and troubleshoot student access to the Kaplan learning management system and other online learning tools.
* Liaise with the Learning Technologies Manager regarding online learning and the learning management system, communicating any developments, issues and changes to other school staff as required.
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| **Senior Teacher*** Assist the Director of Studies with school administration, new student orientation and other ongoing tasks and responsibilities contributing to the ongoing operations of the school.
* Contribute to the development and delivery of staff professional development.
* Assist in the induction of new teachers, and provide ongoing mentoring and assistance.
* Conducting academic and pastoral counselling of students.
* Assisting with school timetabling and scheduling.
* Providing emergency cover for classes.
* Academic and pastoral counselling of students.
* Supervising tests and exams held in the school.
* Assist with the management and administration of study tours.
* Undertaking the tasks and responsibilities of other academic team members in the event that other staff take annual leave, are sick or are otherwise unavailable, including functioning as Acting Director of Studies as required.
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| Qualifications and Skills |
| **Essential Requirements:*** CELTA or equivalent.
* 3 or more years full time experience (or equivalent) as an English language teacher.
* Confident computer user, with experience working with Moodle (or other complex online academic learning environments).
* Effective communication, organization and time-management skills.
* Ability to work independently, set targets and meet deadlines under pressure, while remaining detail-focussed.
* Ability to work effectively as part of a close-knit team.
* Professional appearance and manner
* Working with Children eligibility
* Permanent Australian residency

**Desirable**• DELTA, MA TESOL, IDLTM or equivalent.* Experience in leading or managing a team.
* Experience in coaching or mentoring other teachers.
* Experience in delivering professional development.
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Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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