

Position Description



Position title:	Lecturer, TESOL (Teaching English to speakers of other languages)
School/Directorate/VCO:	School of Education
Campus:	Berwick Campus. Travel between campuses may be required.
Classification:	Academic Level B
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Professor Claire McLachlan, Dean – School of Education Telephone: (03) 5327 6269 E-mail: c.mclachlan@federation.edu.au
Recruitment number:	850964

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

This position will primarily contribute to teaching, research and service in the School of Education in the field of TESOL. The School currently delivers the English and Academic Preparation (ELICOS) program and the English Language Support Service for commencing International and domestic CALD students and TESOL courses in the Master of Specialist Teaching. These courses are taught on campus and online. In addition, candidates may contribute to other degrees in the School of Education, as appropriate. Supervision of postgraduate students may also be required.

Position summary

Appropriate to a Level B appointment, the Lecturer, TESOL will be expected to:

- contribute to the development and delivery of courses at undergraduate and graduate levels;
- contribute to the School's research program; and
- contribute to the School's administrative functions.

Key responsibilities

1. Develop, teach, coordinate and moderate courses in Lecturer, TESOL at undergraduate and graduate diploma levels.
2. Undertake teaching and assessment of undergraduate, honours and postgraduate students within the area of Lecturer, TESOL.
3. Undertake research activities.
4. Supervise students undertaking project courses and honours programs.
5. Supervise research higher degree students.
6. Participate in team projects and various committees as required.
7. Contribute to the administrative functions of the School.
8. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean and Head of School/Deputy Dean.
9. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
10. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of responsibility

The Lecturer, TESOL will work independently in the conduct of teaching and research activities, and be an active contributor to administrative functions within the School.

Training and qualifications

The Lecturer, TESOL will hold at least a master's degree.

The Lecturer, TESOL will also have completed the Graduate Certificate in Education (Tertiary Teaching) or equivalent. If the Lecturer, TESOL does not hold this qualification, they will be required to complete the qualification through the University's Centre for Teaching Innovation and Quality upon commencement of their employment (for further information, go to: <https://federation.edu.au/staff/learning-and-teaching/professional-development/award-programs/graduate-certificate-in-education-tertiary-teaching-gcett>).

A Current Covid-19 vaccination certificate.

All academic positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) in first-year undergraduate programs must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Position and Organisational relationships

The Lecturer, TESOL will work under the broad direction of the Dean and Head of School/Deputy Dean, and work as part of the School's team of academic and administrative staff.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A master's degree, with a significant research component.
2. Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. A Current Covid-19 vaccination certificate.
4. Commitment to scholarship and a potential for academic advancement.
5. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record.
6. Previous experience in academic administration, including the administration of courses.
7. Evidence of research expertise and a demonstrated capacity and preparedness to achieve an active research profile in the field of Lecturer, TESOL.
8. Evidence of an ability to work collegially.
9. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.
10. A capacity to contribute to the supervision of honours and graduate students.
11. Demonstrated ability to develop and implement a student-centred approach with a focus on student educational experience and success.
12. Knowledge and understanding of the needs, including learning needs, of a diverse range of students, including those with disabilities.
13. Demonstrated working knowledge and application of the Child Safety Standards.
14. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

Key Minimum Standards for Academic Levels (MSALs)**Teaching and research academic staff****Level B**

A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.