POSITION DESCRIPTION

Position Title: TESOL Language Teacher (Casual)
Organisation Unit: Institute of Continuing & TESOL Education (ICTE-UQ)
Position Number: 3030622
Type of Employment: Casual
Classification: TESOL Language Teacher (Casual)

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more Australian Teaching and Learning Council Awards for Teaching Excellence than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

The Institute of Continuing & TESOL Education

The Institute of Continuing & TESOL Education (ICTE-UQ) is a highly recognised and acknowledged provider of TESOL, Continuing Education and International Development projects and programs both in international and national contexts. ICTE-UQ activity includes the delivery of a wide range of English pathway programs, teacher training and international continuing education programs to more than 6500 international students, teachers, professionals, business personnel and visitors from over 105 countries annually. The Institute’s international development activity is extensive with delivery of more than 500 projects and programs in 80 developing countries throughout the Pacific, South-East Asia, the Indian sub-continent, and Africa. The Institute is involved in online training delivery and offshore training provision across the Institute's extensive network of government, institutional and corporate partners. Project, course and program delivery is also supported by the provision of test administration, including the IELTS test, and extensive client and student support services.

The Institute is one of three divisions reporting directly to the UQ Deputy Vice-Chancellor (External Engagement) and works in close collaboration with the UQ International Marketing, Recruitment & Admissions and UQ Global Engagement divisions in contributing to the fulfilment of the University's globalization, internationalisation and continuing education objectives in learning, discovery and engagement.

Information about the Institute may be accessed on the Institute’s website at www.icte.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.
DUTY STATEMENT

Primary Purpose of position

To engage as a TESOL Language Teacher in the delivery of English language training at ICTE-UQ with involvement primarily in Academic English and General English.

Duties

Duties and responsibilities include:

Teaching and Learning
- Contact classroom teaching (8 – 20 hours per week – negotiable), plus associated lesson preparation and homework marking, and student consultations
- General course administration as directed e.g. writing student reports.
- Student assessment and administration of placement and exit interviews, test invigilation, marking and recording of results
- Ongoing participation in continuing professional development
- Other tasks at the discretion of the relevant TESOL Director of Studies and/or an Academic Manager

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University
- All staff are expected to treat students and participants, including young learners, with respect and understanding and addressing their concerns at all times and must be familiar with ICTE-UQ’s child and youth policies which support the safety and wellbeing of children and young people in our care

Organisational Relationships

The position reports to the relevant TESOL Director of Studies/TESOL Academic Manager.
SELECTION CRITERIA

Qualifications

Essential
- A first degree\(^1\)
- A recognised pre-service TESOL qualification\(^2\)

Desirable
- a relevant postgraduate qualification in TESOL\(^3\) or current enrolment in, and significant progress towards, a relevant postgraduate qualification in TESOL

Knowledge and Skills

Essential
- Demonstrated effective teaching skills at a variety of English language proficiency levels
- Positive attitude towards challenge and change
- Ability to teach Academic English programs

Desirable
- Ability to develop effective learning materials appropriate to a range of program types
- Demonstrated skill in the use of technology to enhance language teaching
- Experience in the teaching of Business English and English for Specific Purposes.

Experience

Essential
- Evidence of at least 1 year full time teaching experience (at least 800 hours contact time) for adult learners at a range of language levels
- Evidence of interest and involvement in professional development activities

Desirable
- Teaching academic English from Intermediate to Advanced levels

Personal Qualities

Essential
- Ability to work collaboratively and flexibly with colleagues
- High level communication and interpersonal skills
- Professional personal presentation

\(^1\) A first degree is a university degree consisting of at least three years full-time study, or its part-time equivalent

\(^2\) A recognised pre-service TESOL qualification has at least the following characteristics:
- no less than 100 contact hours, or the equivalent in Distance Education programs, with a content focus on English Language Teaching, language learning and English language.
- a practical component including at least six hours supervised and assessed practice teaching
- approved/awarded by a university, approved by government, or a recognised program such as the Cambridge Certificate of English Language Teaching to Adults (CELTA)

\(^3\) Relevant postgraduate TESOL qualifications include the Cambridge DELTA, MA App. Ling., MA TESOL

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au