POSITION DESCRIPTION

Position Title: TESOL Language Teacher (Relief - Peak Periods)
Organisation Unit: Institute of Continuing and TESOL Education (UQ-ICTE)
Position Number: TBA
Type of Employment: Full time, fixed-term appointment
Classification: TESOL 1 – 12, salary level will be dependent on qualifications and experience, as per the current Enterprise Agreement

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.

Organisational Environment

The University of Queensland’s Institute of Continuing & TESOL Education (UQ-ICTE), is a highly recognised and acknowledged international education and capacity development Institute that delivers exemplary English language, international training and development projects that advance learning and inspire people to contribute to their community, industry and government. UQ-ICTE activity includes the delivery of a wide range of English language pathway and support programs and teacher training/continuing education programs to more than 8000 international students, teachers, professionals, business personnel and visitors from over 105 countries annually. 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, OET and Pearson tests, with extensive client and student support services.

The Institute is one of three central units that report directly to the UQ Pro Vice Chancellor (Future Students). These include UQ International Marketing, Recruitment & Admissions (IMRA) and UQ Domestic Student Recruitment (DSR). The Institute also works in close collaboration with UQ Global Engagement (GE), Faculties and Institutes to support the University's globalization, internationalisation strategy 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

DUTY STATEMENT

Primary Purpose of Position

To engage as a relief TESOL Language Teacher on General English and Academic English programs during peak periods (August to February). The staff member in this role will be scheduled to cover relief classes and as a regular classroom teacher. On days when he/she is scheduled for relief but not required to cover a class, he/she will complete allocated non-teaching tasks.
Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning
- Relief teaching and regular scheduled classroom teaching (up to 20 hours per week)
- Development of shared teaching and learning materials when not required to cover a relief class
- Student assessment, placement and exit interviews, test invigilation, marking and recording of results
- Writing student reports
- Participation in arrival orientation, student consultation and supervision of student activities
- Participation in continuing professional development
- Classroom teaching observation by pre-service trainee teachers and in-service teachers
- General course administration at the direction of the relevant Academic Manager or TESOL Director of Studies

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 2018 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 UQ-ICTE’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 nominated Academic Manager
# TESOL Language Teacher (Relief - Peak Periods) - SELECTION CRITERIA

## Essential
- A first degree\(^1\) and a recognised pre-service TESOL qualification\(^2\)
- Evidence of at least one year equivalent full-time experience in teaching in the designated program areas for adult learners
- Demonstrated effective teaching skills at a variety of English language proficiency levels in both General English and Academic English programs
- Positive attitude towards relief teaching
- Available to teach for five days in teaching sessions 7, 8, 9 (2018) and 1 (2019)
- Team player with demonstrated ability to work collaboratively and flexibly
- High level communication and interpersonal skills

## Desirable
- A relevant postgraduate qualification in TESOL\(^3\)
- Available to teach both mornings and afternoons
- Demonstrated ability to develop innovative learning materials
- Evidence of interest and involvement in professional development activities

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The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.

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\(^1\) 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