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## POSITION DESCRIPTION

# Language Teacher

Faculty/Division	UNSW Canberra
Appointment Type	Casual Professional
Position Number	Multiple
Original document creation	14/10/ 2022

## Position Summary

UNSW has been engaged by a large government client to manage and deliver high quality and innovative language services to staff preparing for overseas postings and for the maintenance of language skills of those based in Australia.

The Language Teacher position provides professional services in-line with the accountabilities outlined below. The Language Teacher position will not hold responsibility for the coordination of educational delivery aspects of the service provided under the agreement.

The position will report to the Manager, Language Services.

## Accountabilities

Specific accountabilities for this role include:

- Face to Face language training (1 hour Preparation provided for 4 hrs of Delivery).
- Immersion courses facilitation.
- Lunchtime discussion groups facilitation.
- Oversee the facilitation of language proficiency.
- Report writing and other associated duties.
- Preparation of training plans.
- Review and update existing curriculum as required.
- Design, create and develop lesson plans as well as learning and teaching materials (e.g. in-class and independent study materials) as required.
- Other duties within the scope of the classification, as requested.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## **Skills and Experience**

- Qualifications and subsequent experience relevant to the engagement.
- Proven ability and experience teaching a foreign language to English speaking students.
- A proven ability and experience in curriculum development and developing learning and teaching resources highly desirable.
- A demonstrated understanding of teaching methods and techniques relevant to the engagement.
- Proven organisation and time management capability and experience.
- Proven experience managing competing priorities and meeting deadlines.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

## **Pre-employment checks required for this position**

- Verification of qualifications
- Criminal History Check
- Identification Check
- Australian Work Rights Check
- You may be required to apply for a security clearance

### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.