



## POSITION DESCRIPTION

<b>Position:</b>	Academic English Coordinator (full-time)
<b>Department:</b>	Academic English
<b>Reporting to:</b>	Program Manager, Academic English
<b>Directly Supervising:</b>	nil
<b>Remuneration:</b>	FTE \$85,437 plus 10% superannuation plus 17.5% leave loading
<b>Teaching load:</b>	0.8 equivalent of 4 days per week. This fraction is subject to change depending on student enrolments
<b>Length of term:</b>	Fixed term contract commencing 19 August 2019 until 14 January 2022
<b>Contact:</b>	Charles Meek, Program Manager, Academic English Phone: 9348-7112
<b>Date:</b>	May 2019

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### POSITION SUMMARY

The Trinity College Academic English Program is a pathway program that qualifies overseas students for entry to the Foundation Studies Program at Trinity College, University of Melbourne.

The Academic English course prepares students for Foundation Studies and studying and living in Australia, as well as raising the overall English language level to that required for entry purposes. It provides academic skills and development of English language competence at an Intermediate to Upper Intermediate level.

The role of Academic English Coordinator will require delivery in a face to face mode, along with individual consultations and additional student support when needed, as well as assessment and marking tests, homework and assignments, meeting attendance related to the subject and the broader Pathways School program.

The Academic English Coordinator will have a time allowance of 0.2 per week to coordinate the Learning Centre and support the work of the Program Manager. This is subject to change depending on student enrolments. The Academic English Coordinator will be required to stand in for the Program Manager during times of absence.

### SELECTION CRITERIA

#### Essential:

1. A degree or diploma qualification relevant to the role of at least 3 years' duration; a suitable TESOL qualification that contains TESOL as a method. It is highly desirable to have an education qualification as well.
2. Demonstrated work experience in teaching Academic English at this level for a minimum of 3 years.
3. Capability of using and engaging students with iPad technology, used by students in Trinity classrooms and incorporating this technology into the curriculum.
4. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
5. A commitment to academic excellence and an understanding of the Australian educational system.

6. Demonstrated experience maintaining confidential records and performing administrative tasks related to teaching accurately and within deadlines.
7. Demonstrated experience of positively contributing to and working within a team environment and independently.
8. Well-developed keyboard skills and computer literacy in Microsoft Applications and capability to operate AV equipment.
9. An understanding of and commitment to compliance with Occupational Health and Safety requirements.

#### **Further Information:**

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval or VIT registration.

#### **KEY RESPONSIBILITIES**

1. Support and maintain the establishment of a Learning Centre to enhance student learning. Assist with purchasing and maintaining resources, as well managing the budget for student and teacher resources, including TESOL professional materials.
2. In times of absence, stand in for the Program Manager and ensure the quality of teaching and learning is maintained and that policies and procedures are followed.
3. Assist the Program Manager with curriculum development. Follow a set curriculum but be able to supplement this with course materials, where required by the needs of students.
4. Support the work of the Program Manager in setting, moderating and evaluating assessment within Academic English classes. Ensure that all teachers teach consistently across each level.
5. Provide adequate support for student wellbeing outside class time, including identifying student issues and referring students to relevant Trinity staff for support
6. Mark homework assignments, classroom assessment and tests, write reports and mark examinations.
7. Attend departmental and College meetings and relevant professional development and encourage others to do so.
8. Ensure that standards are rigorously applied and assist with any benchmarking activities.
9. Assist with orientation, graduation and registration, as required.
10. Attend staff meetings and conferences and be involved in the wider Trinity College.

#### **CHILD SAFETY**

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds

#### **OCCUPATIONAL HEALTH AND SAFETY (OHS)**

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.

- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment
- comply with any direction given by management for the intent of health and safety
- report all accidents and incidents that occur in the workplace immediately
- report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace
- Participate in meetings, training and other environment, health and safety activities as required

### **TRINITY COLLEGE**

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,000 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident
- The Pathways School, which encompasses Trinity College Foundation Studies, a course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities; the Young Leaders Programs for domestic and overseas secondary school students, and various short courses and conferences
- Trinity College Theological School, which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

***Trinity College: Excellence, Community, Diversity, Society***