



POSITION DESCRIPTION

Position:	Academic English Teacher Fixed term contract position
Department:	Academic English
Reporting to:	Program Manager, Academic English
Directly Supervising:	nil
Salary Range:	Level 1 to Level 2 FTE \$61,170 to \$66,830 p.a. plus 10% superannuation and 17.5% leave loading.
Contact:	Charles Meek – Program Manager, Academic English. Phone: 03 9348-7112
Date:	May 2021

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 Teacher will require delivering face-to-face classroom lessons, along with consulting students on course progress and providing additional student support when needed. Academic English Teachers are required to assess and mark tests, homework and assignments, as well as be available for meetings related to their subject and the broader Pathways School program.

SELECTION CRITERIA

Essential:

1. Any degree or diploma qualification of at least 3 years' duration; a suitable TESOL qualification that contains TESOL as a method. It is also desirable to have an education qualification.
2. Demonstrated work experience in teaching Academic English at this level for a minimum of 2 years.
3. Capability of using and engaging students with Apple technology, used by students and teachers 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 a basic understanding of the Australian education 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 of Occupational Health and Safety requirements.

Desirable:

1. Ability to be adaptable in a fast-paced environment.

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 Victoria State Government Working with Children Check approval or VIT registration.

KEY RESPONSIBILITIES

1. Follow a set curriculum but be able to supplement course materials, where required by the needs of students
2. Provide support for students outside class time and refer students to the Program Manager as needed
3. Mark homework assignments, classroom assessments and tests in a timely manner
4. Write reports and mark examinations within required cut-off times
5. Contribute to ongoing curriculum development for both online and offline learning materials
6. Attend departmental and College meetings and professional development sessions when available
7. Ensure that standards are rigorously applied
8. Assist with orientation, excursions, registration, and the Learning Centre as required; and
9. Attend staff meetings and conferences when available.

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.

All Supervisors must:

- Comply with the Trinity College OHS Policy.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Providing all staff with relevant OHS information in an appropriate, timely manner.
- Adopt work practices that support OHS in the workplace.
- When permitted provide adequate supervision through technical guidance and support.
- Ensure that all staff, including contractors under local control, are appropriately inducted.
- Conduct regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
- 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.
- Provide appropriate facilities for safe storage, handling and transport of hazardous substances.

Managers and Directors/Deans must:

- Provide a safe environment for all staff, student and visitors.
- Provide safe systems of work.
- Provide plant and substances in safe working condition.
- Provide suitable facilities for the welfare of workers.
- Provide information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health.
- Provide a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace.
- Provide a commitment to continually improve performance through effective safety management.
- Provide an OHS Management System where all risk issues are identified, recorded, rectified and monitored.
- Provide a consultative structure where staff can participate in regular meetings to discuss OHS issues.

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 2000 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, including Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Summer Schools for domestic and overseas secondary school students, various short courses and conferences.

- Trinity College Theological School (TCTS), 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