



## POSITION DESCRIPTION

<b>Position:</b>	English for Academic Purposes (EAP) Teacher
<b>Department:</b>	Foundation Studies
<b>Reporting to:</b>	Subject Leaders, EAP
<b>Contact:</b>	Kiri Rawson or John Murphy (Subject Leaders, EAP)
<b>Date:</b>	March 2023

## POSITION SUMMARY

The Trinity College Foundation Studies Program (TCFS) is a pre-university course that qualifies overseas students for entry to the University of Melbourne and other universities. English for Academic Purposes (EAP) is a core component of TCFS.

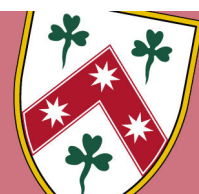
The EAP Foundations Programs prepare students for entry to the University of Melbourne, focusing on academic skills in writing, speaking, listening and reading.

The role of EAP teacher includes preparation and delivery of the curriculum, administration of assessment and correction, report writing, staff meetings to monitor the academic performance of students, availability to students for consultation, and other duties relating to the subject and the broader program. Each academic staff member is also expected to play a role in the delivery of the student mentoring program, including the delivery of student wellbeing sessions and ongoing pastoral support for students.

## SELECTION CRITERIA

### Essential:

1. Relevant tertiary qualification
2. Demonstrated work experience in teaching students English as a Second Language and/or English for Academic Purposes at Foundation Studies Level, VCE or University level
3. Capability of using and engaging students using digital technologies, the Trinity Learning Management Systems and the Microsoft Office Suite (including Microsoft Teams), used by students in the Trinity classroom and incorporating this technology as part of the curriculum program.
4. High level interpersonal and communication skills (written and oral) at all levels within a culturally diverse education community or similar environment
5. Demonstrated experience maintaining confidential records and performing administrative tasks related to teaching.
6. Well-developed computer literacy skills with the ability to learn new systems.





7. An ability to relate to and actively support international students as they make the necessary transitions to Australian society and western pedagogical practices.
8. A commitment to academic excellence and an understanding of Australian educational practices
9. Demonstrated willingness to be flexible and adaptable to changing teaching conditions.

#### **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 equivalent registration.

#### **KEY RESPONSIBILITIES**

The EAP teacher will:

1. Develop and follow a course of general English and/or study skills which incorporates sentence structure, paragraph and essay/report writing, grammatical structure, vocabulary development, listening and note taking, reading and speaking, and group work tasks.
2. Provide adequate academic assistance for students outside class time.
3. Mark homework assignments, classroom assessment pieces and exams.
4. Write term reports and mark examinations.
5. Contribute to ongoing program development.
6. Meet regularly and collaborate with colleagues.
7. Attend departmental and all staff meetings.
8. Participate in the College's Student Mentoring Program.
9. Contribute to the care of students in a way that is consistent with the school's duty of care and be the first point of contact in matters of pastoral care.
10. Inform the Student Wellbeing and Academic Administration teams about any of their students that require attention to social, emotional and/or learning needs, and then assist in the ongoing monitoring of those students.
11. Assist in student orientation activities; and
12. Undertake relief teaching for staff on leave if available.

#### **CHILD SAFETY**

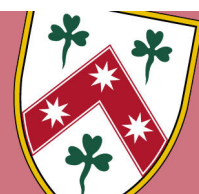
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the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





## TRINITY COLLEGE

THE UNIVERSITY OF MELBOURNE

- 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 talented students from across Australia and around the world. These programs include:

- The Residential College for undergraduate 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.
- Trinity College Theological School (TCTS), which, through the [University of Divinity](#), offers high-quality, accredited degrees and diplomas, and also serves the wider community by offering professional development workshops, seminars and lectures in our [Continuing Education](#) program.

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 – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake fundraising 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*

