POSITION DESCRIPTION

Position Title:	Casual TESOL Teacher
Employer:	UQ College (UQC)
Reference Number:	UQCHR01082024
Type of Employment:	Casual
Remuneration:	UQC Casual Teaching Rates *(See Schedule 1)*
	Plus 11.5% superannuation

UQ COLLEGE

UQ College Limited (UQC) was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland. The purpose of UQC is to provide domestic and international students with access to further and higher education through the delivery of pathway programs. In addition to a number of TESOL courses, UQC delivers the Foundation Program; Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) courses.

Information about UQC may be found at https://www.uqcollege.uq.edu.au/

What we can offer you

Join a community where excellence is at the centre of our culture.

A range of employee benefits include:

- Access to UQ campus facilities such as sport and recreation, libraries, health and dental care centres and free annual influence vaccinations

- Access to funding for professional development opportunities

- Access to a dedicated Employee Assistance Program

- A well-resourced, vibrant work environment located in some of the most modern fit out buildings at UQ and centrally located on the beautiful St. Lucia campus.

DUTY STATEMENT

Primary purpose of position

Successful appointees will engage in the delivery of high-quality English language instruction to international EAL students on a pathway to, and studying in, degree programs at The University of Queensland.

Duties:

Duties and responsibilities include, but are not limited to:

- Contact classroom teaching (8 - 20 hours per week) and related duties (e.g., lesson planning, feedback/marking, taking attendance, etc.)
- Student assessment, test invigilation, marking and recording of results
- Development of shared teaching and learning materials
- Participation in orientations, student consultations and supervision of student activities
- Reporting on student academic progress and liaising with academic support staff, as required.
- Participation in continuing professional development
- General course administration at the direction of the relevant Academic Manager

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the University's Code of Conduct.

- A valid Blue Card – Queensland's Working with Children Check, or an approved exemption is required as a condition of accepting an appointment to this position. Failure to provide evidence of meeting this requirement will result in withdrawal of a contract offer.

- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQC and the University

- The adoption of 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 (ESOS) Act 2000, the National Code 2018 and associated legislation, and related [responsibilities and procedures](#) developed by the University.

Reporting Relationships

The position reports to an Academic Manager

SELECTION CRITERIA

Essential

Qualifications
- A degree or diploma of at least 3 years full-time or equivalent; and
- A recognised TESOL qualification with at least 6 hours of assessed teaching practice such Cambridge DELTA, CELTA or Certificate IV TESOL

Knowledge, Skills and Experience

- At least 1 year full-time or equivalent ESL/EFL teaching experience
- Demonstrated knowledge, skills, experience in teaching on academic English pathway programs online and/or face-to-face
- Demonstrated ability and experience in reliable assessment of speaking and writing
- Clear evidence of interest and involvement in professional development activities

Communication Skills, Organisational Skills and Personal Qualities
- Team player with strong interpersonal and communication skills and demonstrated ability to work collaboratively and flexibly with all colleagues across the college
- Strong organisational skills and ability to manage time effectively and complete required

Desirable

- Masters, Grad. Dip., or Grad Cert. in TESOL/Applied Linguistics

Further information

For further details please contact:

- Iain Mathieson, Senior Academic Manager, English Pathways, UQ College
- Phone: 07 3346 6770
- Email: hr@uqcollege.uq.edu.au

Flexible Work Policy

UQC is committed to maintaining a vibrant education environment, while also accommodating flexible work for staff.

UQC recognises the importance of staff being physically present on College sites to:

a. maximise the student and staff experience;

b. build productive teams and strengthen organisational culture;

c. enable the exchange of ideas; and

d. maintain a functional campus/site environment.

The UQC Flexible Work Policy is available on the UQC Staff Intranet.

Schedule 1: Rates of Pay

Teaching Contact Work

For Teaching Contact work at UQ College, casual teachers are paid at a higher hourly rate than the rate of pay under the Educational Services (Post-Secondary Education) Award 2020. This is in acknowledgment of the high expectations relating to teaching quality for teachers at UQ College. (See Appendix 1 for definition of Teaching Contact work)

Pathway Teaching Contact Work

When teaching contact hours on a TESOL pathway program (e.g., BE, and IE), casual TESOL teachers will be paid an additional 10% loading rate on top of the Teaching Contact hourly rate in acknowledgment of the additional feedback associated with teaching on these programs.

Base Rate (Non-teaching contact work)

The Base Rate applies to all Non-teaching Contact work (See Appendix 1 for definition). It will be paid at the appropriate casual hourly rate specified in the Modern Award.

Casual TESOL Teacher – Rates of Pay

Teaching Contact and Non-teaching contact rates for Casual TESOL teachers at UQ College as set out in Table 1 below shall be paid according to the following tiered salary scale.

Table 1 Casual TESOL Teacher - Rates of Pay July 2024

Award Level	Base rate	Teaching Contact Rate	Pathway Teaching Contact Rate
	$/hr	$/hr	$/hr
Level 1	58.00	70.91	78.00
Level 2	58.77	71.86	79.05
Level 3	59.94	73.27	80.60
Level 4	61.11	74.72	82.19
Level 5	63.58	77.73	85.50
Level 6	65.23	79.75	87.73
Level 7	66.73	81.59	89.75
Level 8	68.38	83.61	91.97
Level 9	70.03	85.62	94.18
Level 10	72.17	88.23	97.05
Level 11	74.16	90.67	99.73
Level 12	75.92	92.81	102.09