

POSITION DESCRIPTION

Position title	TESOL Language Teacher
Reference number	UQC_014_08_26
Type of employment	Casual
Classification	TEACH
Remuneration:	\$82.05 - \$118.13 per hour Teaching rate, plus superannuation

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer, and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff, and alumni. For more than a century, UQ has educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

Today, UQ ranks among the world's top universities and is consistently recognised as one of the top 5 universities in Australia. UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. Its major campuses are at St Lucia, Gatton, and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes.

UQ COLLEGE

UQ College Limited was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQ). 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 English language programs, UQC delivers the UQ Foundation Program; the Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) Programs.

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

DUTY STATEMENT

Primary purpose of position

The primary responsibility of this position is to deliver high-quality English language instruction to international students undertaking English language programs at UQ College. This includes students preparing for, and studying within, UQ degree programs, as well as students enrolled in standalone ELICOS, and customised English language programs delivered in partnership with external institutions.

Duties

- Deliver face-to-face and/or online English language teaching and associated teaching activities, including lesson preparation, classroom delivery, student feedback, marking, and attendance recording.
- Contribute to the development, review, and continuous improvement of shared teaching, learning, and assessment materials.
- Participate in orientations, student consultations and supervision of student activities.
- Monitor and report on student academic progress and, where required, liaise with academic and student support staff regarding student outcomes and wellbeing.
- General course administration at the direction of the relevant Academic Manager.

Other

- Comply with the UQC Staff Code of Conduct and The University of Queensland's Code of Conduct.
- Work in alignment with Queensland occupational health and safety legislation and related responsibilities.
- Ensure compliance with the *Education Services for Overseas Students Act 2000*, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and associated policies, procedures and processes.
- Treat all students, including young learners, with respect and address concerns promptly; uphold UQC's child and youth safety policies.
- Adopt sustainable work practices in accordance with sustainability responsibilities.
- A valid Queensland Government Blue Card (Working with Children Check) is a mandatory requirement of this role.

Reporting Relationships

- The position reports to a Senior Academic Manager.

SELECTION CRITERIA

Essential

Qualifications

- A degree or diploma of at least 3 years' full-time duration, or an equivalent qualification
- A recognised TESOL qualification that includes a minimum of six hours of assessed teaching (e.g. CELTA or Certificate IV in TESOL)

Knowledge, Skills and Experience

- At least one year of full-time or equivalent ESL/EFL teaching experience to adults
- Demonstrated experience and capability in teaching academic English language pathway programs
- Demonstrated experience in the reliable assessment of speaking and writing skills
- Evidence of participation in professional development activities

Communication Skills, Organisational Skills and Personal Attributes

Well-developed interpersonal and communication skills, with the ability to work collaboratively and flexibly as part of a team.

Other Requirements

- Current Blue Card or QCT registration is required prior to commencing at UQ College.

Desirable

- Cambridge/Delta, and/or a Masters in TESOL/Applied Linguistics.
- Demonstrated experience in teaching and/or supporting concurrent English language support programs for university students.

Questions?

For more information about this opportunity, please contact **Paul Forster, Senior Academic Manager, English Pathways & Programs** at p.forster@uqcollege.uq.edu.au. For application queries, please contact talent@uqcollege.uq.edu.au stating the reference number (page 1) in the subject line.