



Position Title:	<i>Language Facilitator (Academic English Teacher)</i>		
Reports To:	<i>Senior/Specialist Teacher</i>		
Business Unit:	<i>UNSW Global Education</i>	Ref Number: (HR use)	<i>372</i>
Location:	<i>Randwick and Kensington</i>		
Employment:	<i>Short term contract of either 5, 10 or 15 weeks</i>		
WWC Check:	<i>Required</i>	Sales Position	<i>No</i>
Approved By	<i>Coordinator, Workforce Planning</i>	Approval Date	<i>July 2017</i>

1. ORGANISATIONAL CONTEXT

UNSW Global is the not-for-profit international education and assessment company of UNSW Australia. Established in 1999, the company is a wholly-owned enterprise of UNSW. Its purpose is to promote, support and add value to UNSW Australia and its brand by developing and delivering premium education and assessment offerings around the world. The company operates in areas ancillary to the core business of the University whilst supporting the international initiatives and activities of the University and leveraging the UNSW brand in markets beyond the University's operations.

UNSW Global has two core areas of business expertise:

- educational measurement and assessment
- education and training

These activities are currently managed through the following Business Units:

- Assessment (Educational Assessment Australia (EAA))
- Education (including UNSW Foundation Studies & UNSW Institute of Languages (UNSWIL))

The Business Units are supported and partnered with by a number of functions including business transformation, finance, human resources, legal & compliance and sales & marketing. These functions partner with the business units to ensure business objects are met in an efficient manner. The company also has subsidiary organisations in Singapore and Hong Kong.

2. POSITION SUMMARY

[A brief summary of the Position's purpose or role]

A language facilitator is accountable for teaching class(es) allocated within the curriculum framework of the designated course(s) of UNSW Global Education's English programs.

Language facilitators work as part of a team of co-teachers, the Program's Senior Teacher(s) and the Head of Studies.



3. RESPONSIBILITY PROFILE

A. Common Responsibilities:

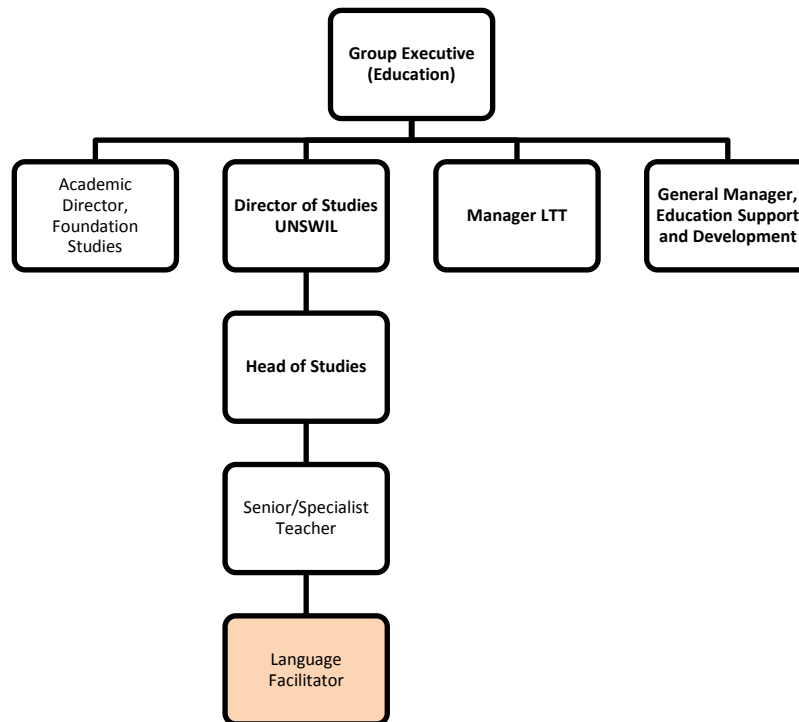
1. Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner
2. Participate in and promote UNSW Global core workplace programs, including, but not limited to, those relating to performance and professional development
3. Work collaboratively within the business group and across the organisation to promote effective communication and information sharing

B. Key Responsibilities (no more than 12 key areas):

1. Prepare for and teach 820 hours per year (or pro rata for Part time) on designated classes
2. Mark and evaluate students' work, provide student feedback, take part in standardisation sessions and record results of on-going assessments of student progress throughout courses
3. Contribute to course development and updates, and strategic planning
4. Contribute to the efficient administration of the course, including marking and monitoring student attendance and progress
5. Undertake personal professional development in TESOL & keep abreast of developments in the field including attending Continuing Professional Learning arranged by UNSW Global .
6. Acknowledging UNSWIL's role as a teacher trainee organisation, take part in the process of Teacher Trainee observations and be involved in Teacher Trainee practicum as a cooperating teacher at least once a year.
7. Maintain a high standard of integrity and consistency in professional conduct
8. Perform other related duties, specific to course requirements (such as supervision of students on work experience and excursions)
9. Perform other commensurate duties as required.



4. ORGANISATIONAL STRUCTURE



5. APPOINTMENT PROFILE

A. Selection Criteria

To be considered for this role candidates must be able to demonstrate they have:

Qualifications and Experience

Essential:

- A degree and a TESOL or CELTA qualification
- Demonstrated skills in teaching
- Proven ability to work as part of a team
- Awareness of cross cultural communication issues
- Demonstrated organisational skills

Desirable:

- Relevant experience in one or more of the Institute's teaching areas;
- Proven commitment to professional development
- Experience in materials development
- Experience in mentoring teacher trainees
- Awareness of current developments in the field of language teaching

Competencies



(Those underlying characteristics of the individual which are aligned with UNSWG’s Values and are critical behaviours for superior performance)

- Demonstrated safety awareness through unswerving commitment to defined safety systems and processes
- Respect and recognition that people have different values and opinions which individuals have a right to hold
- Strong customer focus
- Demonstrated commitment to work and is able to press on even in difficult times
- Constructive communication, ability to clearly articulate issues
- Act with integrity in the workplace exuding trust, honesty, and decency

B. Conditions of Employment

Remuneration Basis: *Salary*
Location: *Randwick and Kensington*

and all conditions outlined in UNSWG’s Policies and Procedures.

POSITION DIMENSIONS

Number of direct reports	<i>Nil</i>
Number of direct and indirect reports	<i>Nil</i>
Financial delegations	<i>None</i>
HR Delegations	<i>None</i>

6. CERTIFICATION

The details outlined in this Position Description are an accurate representation of the responsibilities, accountabilities and appointment factors of the position.

[Insert Approver’s Position Title]

[Insert Date]

Coordinator, Workforce Planning

July 2017