POSITION DESCRIPTION

Position: Lecturers, English as a Second Language (ESL)
Multiple contract positions – 0.6 to 0.9 fractional loads in the August Comprehensive Extended program commencing 3 August 2015 until 5 February 2016.

Department: Foundation Studies

Reporting to: ESL Coordinator/ EAP Associate Subject Leader

Directly Supervising: nil

Salary Range: Level B3 – C1 FTE $67,910 to $73,220 plus 10% Superannuation and Leave Loading 17.5%

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Date: May 2015

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, with all students taking two EAP classes each week.

The August Comprehensive Extended Program prepares students for entry to the EAP course in TCFS, focusing on students with greater English language needs and providing them with daily lessons in ESL. Teachers are sought to provide 9 classes per week to approximately 15 students. Each class is 1.5 hours in duration.

The ESL part of the Extended Program intensively concentrates on the English language skills and knowledge that will enable students to cope with the demands of EAP and the broader Foundation course. ESL aims to raise the general English proficiency of the students while maintaining an academic focus. Functions of this role include 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.

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 with iPad technology, 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. A commitment to academic excellence and an understanding of Australian educational practices
6. Demonstrated experience maintaining confidential records and performing administrative tasks related to teaching
7. Well developed computer literacy using Microsoft Office applications
8. An understanding of and commitment to compliance of Occupational Health and Safety requirements

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 ESL teacher will:

1. Develop and follow a course of general English and/or study skills which incorporates sentence structure, paragraph and essay writing, grammatical structure, vocabulary development, listening and note taking, reading and speaking
2. Provide adequate assistance for students outside class time
3. Mark homework assignments, classroom assessment pieces and exams
4. Write two term reports and mark examinations
5. Contribute to ongoing curriculum 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. Assist in student orientation activities; and
10. Undertake relief teaching for staff on leave if available
OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:
• Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as Trinity College OHS Policy and Procedures.
• Comply with the OHS guidelines in the Staff Terms and Conditions.
• Adopt work practices that support OHS.
• Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
• Seek guidance for all new or modified work procedures for work safe practices.
• Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
• Participate in meetings, training and other environment, health and safety activities.
• Not wilfully place at risk the health or safety of any person in the work place.
• Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

Supervisors are responsible for:
• Developing and recommending new safe work procedures and practice, as required, in conjunction with relevant persons and in compliance with legislative requirement and Trinity College OHS Policy.
• Providing all staff with relevant OHS information in an appropriate, timely manner.
• Providing personal protective equipment and clothing if hazards or risk cannot be fully eliminated.
• Providing adequate supervision through technical guidance and support.
• Identifying and controlling hazardous conditions and where possible reduce risks or eliminate.
• Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
• Ensuring that all accidents and incidents are reported.

Managers and Directors/Deans are responsible for:
• Implementing and maintaining procedures in compliance with legislation and Trinity College OHS Policy by regular monitoring of staff compliance through performance review.
• Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
• Ensuring that all staff, including contractors under local control, are appropriately inducted.
• Providing relevant OHS information and ensuring appropriate training.
• Ensuring all risk issues that have been identified are monitored and recorded.
• Ensuring consultative structures and staff participation by conducting regular section 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 1,000 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.
• Trinity College Foundation Studies (TCFS), a course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
• 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.
• Young Leaders Summer Schools for Australian and overseas secondary school students.
• Various short courses.

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*