

# English Language Teaching Employee Position Descriptions and Classification Standards Schedule



## 1 Purpose

To outline the position requirements for English Language Teaching Employee positions.

## 2 Scope

This schedule must be read in conjunction with the Position Descriptions and Position Classification Standards Procedure and is subordinate to it.

This schedule applies to all English Language Teaching Employee positions.

## 3 Schedule

Academic Employees will be provided with a clear understanding of position requirements.

### 3.1 English Language Teaching Employee - Level A

#### 3.1.1 Principal accountabilities

An English Language Teaching Employee is expected to make contributions to the teaching effort of the University, and to carry out activities to develop professional expertise relevant to the profession or discipline.

#### 3.1.2 Indicative duties

- teach ESL to International Students in English language programs conducted by the centre/college if requested
- take an organisational role in the conduct of English language programs which the centre/college conducts, if requested
- assist in the development of new English programs
- assist in the on-going counselling of the English language Students
- assist in the testing of Students and marking at the beginning and end of each Semester
- assist in the development of English language materials to be used in the centre/college or at any other location in which the University is involved

- assist in the development of tests for use in the various levels of English offered by the centre/college
- manage and develop the self-access library, if requested
- undertake any other duties related to the teaching and learning of ESL including the ELICOS programme, as requested by the Delegate, or the head of centre/college.

### **3.1.3 Education, experience and job knowledge**

- an appropriate degree together with an approved TESL qualification\*
- knowledge of current trends and practices of ESL/EFL as these apply to teaching English language Students
- extensive knowledge of English language assessment applicable to the standards set for entry into further study or other areas of tertiary preparation
- extensive knowledge of the cultural, linguistic and educational backgrounds of the main groups coming to Australia for ELICOS
- a knowledge of broad issues in the area of Australia's International Student programmes.

\* Formal qualifications may be offset by extensive relevant experience

## **3.2 English Language Teaching Employee - Level B**

### **3.2.1 Principal accountabilities**

- provide coordination of the language learning and teaching units, as directed
- provide leadership and guidance to the teachers
- liaise with Employees and Students of the unit.

### **3.2.2 Indicative duties**

- teach ESL/ELICOS classes, as appropriate
- organise classes and timetable in the centre/college
- organise classrooms for teaching purposes

- organise teachers for teaching in the centre/college
- deal with day to day Employee matters
- organise examinations to be administered and assist in marking at the beginning and end of each Semester
- oversee development of new courses and/or upgrading of the present ones
- oversee smooth running of the self-access library and the language laboratory in the centre/college
- deal with all English language Student matters
- undertake development of examinations at various levels
- undertake marketing activities
- delegate to teachers, activities as appropriate
- liaise with the head of the centre/college on appointment of new Employees for the centre/college
- liaise with the head of the centre/college on the development of a budget for the running of the centre/college
- liaise with the head of the centre/college on professional development activities for English language teaching Employees.

### **3.2.3 Education, experience and job knowledge**

- relevant degree together with an approved TESL qualification\*
- knowledge of current trends and practices of ESL/EFL as these apply to teaching Students
- extensive experience in teaching intensive English language programs for International Students
- extensive knowledge of English language assessment applicable to the standards set for entry into further study
- extensive knowledge of the cultural, linguistic and educational backgrounds of the main groups coming to Australia for English language support programs
- a knowledge of broad issues in the area of Australia's International Student programs

- demonstrated ability in management and administration.

\* Formal qualifications may be offset by extensive relevant experience

## 4 Delegated Responsibilities

Approver	Level of Delegation
Category 4 Delegate	Ensure that position descriptions are current and accurate.

## 5 References

Nil.

## 6 Schedule Information

<b>Accountable Officer</b>	Executive Director (Human Resources)
<b>Responsible Officer</b>	Executive Director (Human Resources)
<b>Policy Type</b>	University Procedure
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	
<b>Related Policies</b>	<a href="#">Salaries, Classifications and Entitlements Policy</a>
<b>Related Procedures</b>	<a href="#">Position Establishment and Classification Procedure</a> <a href="#">Recruitment and Selection Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Human Resources Website</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b> <a href="#">Delegate (noun)</a> Delegate (noun) means the officer, Employee or committee of the

University to whom, or to which, a delegation of authority has been made under this Policy.

### [Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

### [International Student](#)

A Student who is not an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

### [Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

### [Semester](#)

The period of time during which instruction is provided, learning is undertaken and Assessment is carried out. There are three periods during an Academic Year known consecutively as Semester 1, Semester 2 and Semester 3.

### [Student](#)

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

### [University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

### **Definitions that relate to this schedule only**

### **Keywords**

Academic, English language teaching, position description, classification, position level, pcs

