

Job description

14 January 2022

Lead Tutors (Academic and

Communications Skills)

Context

UWA College is The University of Western Australia's own pathway course college.

The college itself is operated and run under contract to the University by INTO University partnerships.

INTO University partnerships is a global provider of pathway program in partnership with 24 other Universities in both the UK and US.

Reporting line

The roles report to the relevant UWA College Program Manager.

Job dimensions

You should be able to teach academic and communication skills to international students at pre-university Foundation level or Diploma level. You will be responsible for the development and delivery of units on either Foundation or Diploma and will work closely with the relevant manager to ensure that standards in assessment are maintained. You will also require the ability to teach a variety of students from a variety of countries and cultural backgrounds and different language levels. It is expected that your teaching will initially include online delivery. We also welcome applicants who have an additional background in relevant discipline-based subjects.

Key accountabilities and duties

- To lead on the development of academic and communication skills units offered at UWA College;
- To teach and assess on these units;
- To design purposeful and appropriate lesson plans that meet the individual needs of students;
- To prepare, select and use teaching-learning materials for international students (including the use of textbooks, in-house materials and self-created materials);
- To provide oral and written feedback to students and other stakeholders (e.g. appropriate manager and pastoral tutors);
- To adapt it to the teaching circumstances as necessary, such as the ability to switch from in-person delivery to online delivery.
- To attend regular staff and student representative meetings.

- To design, set and mark both formative and summative coursework, complying to quality assurance processes as necessary and keeping reliable records of scores achieved.
- To maintain accurate records of student attendance and academic progress, and to produce periodic reports at the request of the relevant Program Manager.
- To contribute to the development of units through work with the relevant Program Manager.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

Location

Perth

Application Process

Please send your CV and Cover Letter for attention of IUP Resourcing Team - HQ.Career@intoglobal.com.

Closing date Friday 4th February 2022.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

All applicants who are offered employment will be subject to a National Police Certificate before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for person specification...

Person specification

	Essential	Desirable
Legal status	<ul style="list-style-type: none"> • Appropriate suitability check may be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from Australia. 	
Academic qualifications	<ul style="list-style-type: none"> • Minimum of a 3-Year Bachelor degree in a relevant subject. • A recognised English Language teaching qualification. 	<ul style="list-style-type: none"> • Postgraduate qualification in a relevant subject. • UG and/or PG qualifications in relevant subject disciplines.
Experience and achievements	<ul style="list-style-type: none"> • A minimum of three years teaching experience in ESL/EFL. • To demonstrate understanding of standards in academic assessment and of basic quality assurance procedures. • To demonstrable cross-cultural awareness and understanding. • A record of achievement in teaching. 	<ul style="list-style-type: none"> • Experience of teaching international students at Foundation and/or Diploma level • An understanding and appreciation of private sector education. • Experience of working with student progression and/or university admissions.
Skills	<ul style="list-style-type: none"> • Proven competence in the use of technology, including online teaching. • Proven planning and organisational skills. • The ability to prioritise, meet deadlines, work under pressure and, when necessary, with minimal resources. • Excellent interpersonal, communication and presentation skills. 	
Expertise	<ul style="list-style-type: none"> • An understanding of Australian higher education and the needs and requirements of international students. • A record of attention to detail, thoroughness and fairness. • Outward looking and student sympathetic. • Flexible with the ability to solve problems, to put in the time necessary to do the job. 	