

Job description

7 October 2021

Academic Skills Tutor to Teach on International Foundation and Diploma Programmes

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 programme in partnership with 24 other Universities in both the UK and US.

Reporting line

The role reports to the UWA College Programme Manager.

Job dimensions

Applicants should be able to teach Academic and Communication Skills at the equivalence of AQF levels 4 and 5 (Foundation and Diploma programmes). You will be responsible for the development of accredited units and will work closely with management to ensure that quality and standards 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 be delivered online.

Key accountabilities and duties

- To develop, teach and assess Academic and Communication Skills units at Foundation and Diploma level, following unit outlines provided;
- To design purposeful and appropriate lesson plans that provide for effective teaching strategies and 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. programme managers, pastoral tutors and parents);

- 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 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 Programme Manager.
- To work throughout the academic year with the programme manager on all aspects of unit development.
- **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

Salary

Within Band D with specific salary dependent on skills, qualifications and experience.

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"> • Post-graduate qualification in a relevant subject. • A relevant teaching qualification 	<ul style="list-style-type: none"> • UG and/or PG qualification in the Sciences and/or in Business-related disciplines.
Experience and achievements	<ul style="list-style-type: none"> • A minimum of two years teaching experience at the appropriate level/s. • Experience of teaching international students at the appropriate level/s • Experience of academic assessment and standards and of quality assurance procedures. • Demonstrable cross-cultural awareness and understanding. • A record of achievement in teaching. 	<ul style="list-style-type: none"> • 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. 	