

## JOB DESCRIPTION FORM

### Lecturer ESL (CSWE) P002559

#### Key Role Statement

This position delivers courses in the Certificates in Spoken and Written English (CSWE). The program requires the lecturer to have a formal qualification in teaching English as Second Language (ESL). The lecturer's primary role is to teach, facilitate learning, assess and mentor students in accordance with relevant curriculum and/or training package requirements. Lecturers also undertake Professional Activities and Activities Related to Delivery. In order to maintain quality educational services, lecturers are required to keep abreast of technological and other developments in their field through professional development to provide up-to-date information and advice to the Institute and industry, where appropriate.

#### Division

Portfolio Management

#### Branch

Commerce

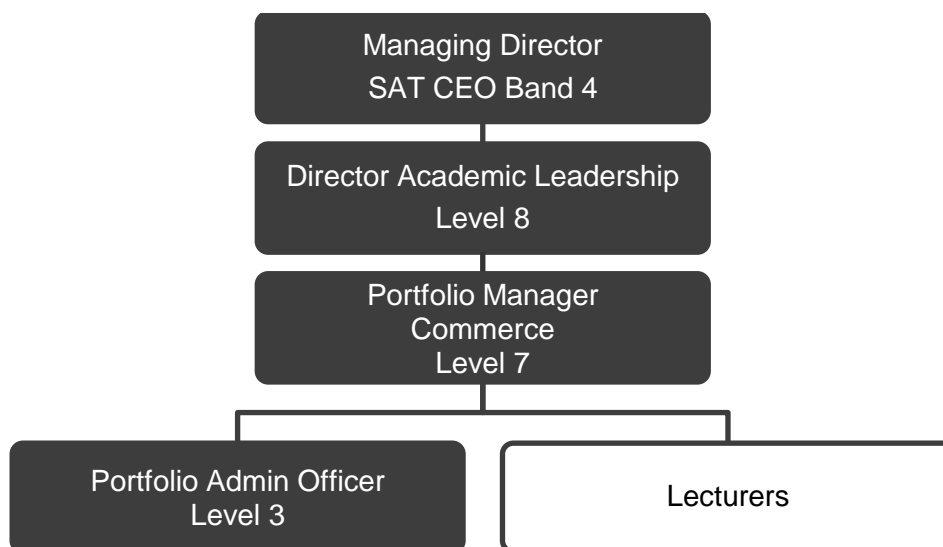
#### Section

Literacy

#### Award/ Agreement

WA TAFE Lecturers' General Agreement & related award

#### Reporting Structure



#### About Us

Great Southern Institute of Technology was established in 1974, and with 6000 students is the largest provider of education and training in the Great Southern region of Western Australia. The Institute operates campuses in Albany, Mt Barker, Denmark, and Katanning and delivers on-site, on-line and in the workplace. This significant footprint positions the Institute to respond to community and industry expectations in respect to the provision of vocational education and training qualifications. For further information, visit our website at <http://www.gsit.wa.edu.au>.

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**Our Vision** To contribute to the sustainable economic and social development of the region.

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**Our Mission** To provide our students with the skills to fulfil their potential and build our region's prosperity.

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**Our Core Values**

<b>Respect</b>	We treat our colleagues, students and clients with respect and sensitivity, recognising the importance of diversity. We respect all individuals and value their contributions.
<b>Integrity</b>	We have a clear commitment to ethical conduct in all aspects of our work.
<b>Excellence</b>	We strive to achieve best practice in all we do.
<b>Enterprise</b>	We encourage training strategies that are innovative, well resourced, responsive and entrepreneurial.
<b>Risk tolerance</b>	We encourage and reward entrepreneurship and prudent risk taking.

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**Selection Criteria**

**Essential**

1. Current technical knowledge and competencies in the industrial vocation or professional field relevant to this position.
2. At least 5 years of vocational or lecturing experience relevant to the industrial vocation or professional field relevant to this position.
3. Well-developed written and verbal communication skills.
4. Well-developed organisational skills, including the ability to work in a team environment.
5. Demonstrated ability to facilitate and encourage learning using several modes of delivery.
6. Demonstrated initiative and self-motivation.
7. Ability to demonstrate an understanding of Equal Opportunity principles and develop appropriate strategies to incorporate these into the learning environment.
8. Understanding of and experience using information technology (e.g. word processing, internet and spreadsheets).

**Desirable**

1. Knowledge of the VET Quality standards and Industry Training Packages.

**Minimum Qualifications**

1. It is preferred that applicants already possess the TAE40110 Certificate IV in Training & Assessment (or higher recognised teaching qualification) or can demonstrate progression towards the Certificate IV in Training & Assessment. However, applicants without the above are still eligible to apply but must obtain the Certificate IV in Training & Assessment within their first 2 years of employment. Early attainment of this qualification is supported and encouraged.
  2. A formal qualification in Teaching English as Second Language. This must be
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either:

- A recognised bachelor degree and a recognised post graduate TESOL qualification (resulting from a course of study with no less than 100 contact hours), OR
- A Bachelor of Education with a TESOL major or equivalent that includes a practicum.

## Duties of a Lecturer

The role of a Lecturer requires the performance of a range of lecturing, professional duties and activities relating to delivery, including but not limited to:

Lecturing Duties (LD)	Professional Activities (PA)	Activities Related to Delivery (ARD)
<p>Lecturing duties involve:</p> <ul style="list-style-type: none"> <li>• The delivery of quality education and training.</li> <li>• Engaging students in the learning processes.</li> <li>• Workplace training and workplace assessment.</li> </ul> <p>Lecturing may involve using a variety of:</p> <ul style="list-style-type: none"> <li>• Learning environments, including but not limited to: <ul style="list-style-type: none"> <li>○ Classrooms,</li> <li>○ Workshops,</li> <li>○ Industry,</li> <li>○ In the field</li> </ul> </li> <li>• Delivery strategies and methodologies</li> <li>• Appropriate delivery methods</li> </ul>	<ul style="list-style-type: none"> <li>• Program advice to students and potential students.</li> <li>• Specialist assistance to facilitate students' learning.</li> <li>• Administration of students and resources.</li> <li>• Recognition of Prior Learning (RPL) assessment.</li> <li>• Development and maintenance of educational/training programs and learning resources.</li> <li>• Implementation of new technologies and techniques.</li> <li>• Identification of industry/community requirements in relation to delivery of programs.</li> <li>• Participation in the conduct of training needs analysis and skills audits.</li> <li>• Identification of professional development needs.</li> <li>• Identification of resource needs.</li> <li>• Membership of committees and networking within the Institute and industry.</li> <li>• Undertake professional development, including return to industry.</li> <li>• Or as otherwise agreed.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities Relating to Delivery are those duties that assist in the delivery of quality education and training within the lecturer's own teaching program.</li> </ul> <p>ARD involves:</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Preparation</li> <li>• Marking</li> <li>• Making professional decisions associated with the delivery and assessment of modules within the lecturer's own teaching program.</li> <li>• Other activities related to the delivery of training.</li> </ul>

**Appointment Factors**

**Location**

Albany Campus, 5 Anson Road, Albany WA 6330

**Accommodation**

Nil

**Allowances**

As per Agreement/Award

**Appointment Pre-Requisites**

**Clearances**

Eligibility for employment at Great Southern Institute of Technology is subject to obtaining a satisfactory Department of Education National Police History Check/Clearance. As this position will, or is likely to involve contact with children, the recommended occupant will also be required to obtain a Working with Children (WWC) Card.

**Qualifications**

The occupant of this position must possess any qualifications listed within the Essential Selection Criteria. Original certificates for all qualifications must be presented to Human Resources on commencement.

**Citizenship/Residency/Visa Requirements**

To be considered for a permanent position, the applicant must be an Australian citizen, Australian resident or be a New Zealand citizen with unrestricted work rights. To be considered for a fixed-term contract/temporary position, the applicant must be either an Australian citizen, Australian resident, a New Zealand citizen with unrestricted work rights or a temporary resident with a valid Working Visa.

**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

	PORTFOLIO MANAGER		DIRECTOR
<b>Name</b>	Lee-Anne Smith	<b>Name</b>	Justine Bradney
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>	24 August 2015	<b>Date</b>	24 August 2015
<b>HR Officer</b>		<b>Date Registered</b>	