

## Position Description

<b>Position Title:</b>	Casual Language Facilitator (Modern Languages)
<b>Reports to:</b>	Manager (Continuing Education and Testing)
<b>Business Unit:</b>	UNSW Institute of Languages
<b>Location:</b>	22-32 King St, Randwick
<b>Date:</b>	January 12

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## JOB PURPOSE

The Casual Language Facilitator (Modern Languages) is responsible for the supervision and teaching of one or more Modern Languages class within the UNSWIL Modern Languages Program.

## ENVIRONMENT

UNSW Global Pty Limited is the not-for-profit international education, training and consulting company of the University of New South Wales (UNSW). Established in 1999, the company is a wholly-owned subsidiary of UNSW with a specific brief to support the international initiatives and activities of the University. UNSW GLOBAL seeks to leverage and enhance the UNSW brand in all its activities, well beyond the University's national and regional boundaries and borders.

UNSW Global operates through five business units:

- Foundation Studies
- UNSW Institute of Languages (UNSWIL)
- Global Networks and Recruitment
- Expert Opinion Services
- Educational Assessment Australia (EAA).

The units are supported by a Corporate Services unit which delivers Student Services, including admissions processing; financial management; governance and human resources to the various UNSW GLOBAL business units under a shared services model.

## ACCOUNTABILITY OBJECTIVES

The Casual Language Facilitator (Modern Languages) will be:

Primarily responsible for preparation of lessons and teaching the allocated class following the designated course outline and considering the specific needs of the learners.

## **REPORTING RELATIONSHIPS**

The Casual Language Facilitator (Modern Languages) reports to the Manager (Continuing Education and Testing).

There will also be liaison with:

- Operations Administrator
- Other Casual Language Facilitators
- Other UNSWIL administration staff
- students (and alumni if required)

**Direct Reports:** None

## **CONSTRAINTS/AUTHORITY LEVELS**

The position operates in accordance with UNSW GLOBAL policies and the requirements of legislation, Awards and Agreements and provides general policy advice and information to staff pertaining to conditions of employment.

The Casual Language Facilitator (Modern Languages) has no financial delegations.

## **RELATIONSHIPS**

### **Internal**

The Casual Language Facilitator (Modern Languages) maintains close working relationships with the Manager (Continuing Education and Testing) and Operations Administrator, and works closely with other administration sections of UNSWIL.

### **External**

The Casual Language Facilitator (Modern Languages) may sometimes be offered teaching work with external clients of UNSWIL such as companies and will need to consult with relevant personnel.

## **MAJOR TASKS (including but not limited to)**

The Casual Language Facilitator (Modern Languages) will:

### **Teaching**

- Prepare for and teach assigned classes as per the Modern Languages timetable and following the designated course outline

### **Monitoring attendance**

- Ensure students' attendance is recorded according to UNSWIL procedure
- Liaise with the ML Operations Administrator regarding any attendance issues

### **Coordinate information**

- Distribute, collect and provide feedback on student course evaluations
- Report any problems with technical equipment and classroom facilities involved in the teaching of Modern Languages programs, where relevant
- Distribute end of course certificates and other information to students as required

## **CHALLENGES**

- To maintain high standards in classroom teaching and in the quality of teaching materials
- To ensure that students needs are fully met

## **OCCUPATIONAL HEALTH AND SAFETY STATEMENT**

Cooperate with all health and safety policies and procedures of the Company and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors of the Company.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Ensure that the principles of equal employment opportunities are implemented, promoted and adhered to, in order to comply with Company policy.

## **SELECTION CRITERIA**

### **Essential**

1. A Bachelor degree (in any subject) and a relevant teaching qualification
2. Demonstrated skills in teaching
3. Awareness of cross cultural communication issues
4. Well developed interpersonal skills and the proven ability to work as a member of a team
5. Knowledge of Equal Employment Opportunity, Affirmative Action and Occupational Health and Safety principles

### **Desirable Criteria**

1. Postgraduate qualifications in teaching, education or linguistics
2. Previous experience teaching in a commercial education environment
3. Awareness of current developments in the field of language teaching

## **SALARY RANGE**

Casual teachers are paid fortnightly per class-contact hour for classes actually presented, at the rates shown. These rates are tied to the UNSW Global Pty Ltd (UNSWIL Language Teaching Employees) Enterprise Agreement 2010 and were increased effective 01.01.12. There are 2 pay steps for casual teachers, depending on one's teaching experience.

The hourly rates are:

1.	Casual Language Facilitator Step 1	\$65.55
2.	Casual Language Facilitator Step 2 (> 3 yrs F/T Exp)	\$77.45
3.	Non Classroom CLF Step 1	\$41.88
4.	Non Classroom CLF Step 2 (> 3 yrs F/T Exp)	\$45.12

The payment includes preparation, conduct of the class, any associated marking of student assignments or workbooks and keeping of records as required.

## **OCCUPATIONAL HEALTH AND SAFETY STATEMENT**

**All staff are expected to comply with all health and safety policies and procedures of the company and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to the company.**

## **EQUITY AND DIVERSITY**

All staff and students at UNSW Global are entitled to enjoy an environment that is fair and equitable and free from harassment. In order to achieve this, staff have the following responsibilities:

- foster a working environment that is respectful of workplace diversity; and
- cooperate with UNSW Global's activities relating to compliance with equal opportunity legislation.

Staff with management responsibility must take all reasonable steps to ensure that the work environment is free from discrimination, vilification, and sexual harassment.

## CODE OF CONDUCT

UNSW Global is strongly committed to a set of values and behaviour that are key to the enhancement of the working environment for all staff. UNSW Global is committed to:

- the highest ethical standards;
- an environment free from discrimination and harassment; and
- respecting and valuing the diverse communities it serves.

UNSW Global seeks to have staff who:

- behave honestly and with integrity in the course of their employment;
- act with care and diligence in the performance of their duties;
- treat others with respect and courtesy;
- recognise each others worth;
- work and collaborate together to achieve common goals;
- refrain from any form of harassment or intimidation;
- display open and honest communication; and
- seek continuous learning

Employee Signature:

Date:

Manager Signature:

Date: