

POSITION DESCRIPTION

Position Details

Position Title:	CELTA Tutor/Language Educator
Reporting To:	Nominated Academic Coordinator
Unit / Group:	RMIT English Worldwide (REW) Melbourne
Direct Reports:	None
Salary Classification:	Language Educator Remuneration Schedule
Location:	City Campus
Date:	August 2023

Position Summary

A CELTA Tutor is responsible for delivering CELTA programs, both full time and part time, according to the requirements specified by Cambridge English.

Language Educators are responsible for the informed delivery and associated administration of English language classes for international students under the guidance of the Deputy Director, REW, Academic Coordinators and/or delegated mentor.

Language Educators are expected to contribute to strengthening the design and delivery of the curriculum through actions such as the development of supplementary learning and teaching materials for online and blended classes, seeking and responding to student feedback, actively furthering their own professional development, supporting other language educators and colleagues, and identifying and implementing process improvements.

Position Responsibilities and Accountabilities

CELTA Program Delivery

- Deliver input sessions, supervise Teaching Practice sessions and facilitate lesson planning sessions and TP feedback, complying with the Cambridge Assessment English
- Fulfill all administrative tasks required on the course
- Write candidate end of course reports
- Support CELTA Coordinator in arranging Teaching Practice groups and observations of experienced teachers
- Conduct candidate selection interviews as requested by CELTA Coordinator
- Develop new input sessions as required, that are aligned with the CELTA Syllabus
- Update and write new Teaching Practice points, as required
- Contribute to promotional activities for CELTA and other teacher training/professional development programs at REW Melbourne
- Assist with CELTA administration as required
- Undertake classroom observations of REW Melbourne Language Educators, as requested by Deputy Director

REW Program Delivery

- Teach across the full range of REW's programs or projects, both online and in person.
- Identify and meet the needs of learners considering different learning styles and strategies and cross-cultural factors.
- Facilitate independent learning by assisting students to access Academic Support, Wellbeing and Student Experience resources.
- Undertake required assessment-related training tasks.
- Administer class assessment according to policy and procedures.
- Participate in student placement testing and interviewing as required.
- Adapt and develop high quality supplementary course and independent learning materials, both digital and paper based) to complement the REW curriculum.
- Trial new teaching and assessment material.
- Self-assess professional development needs and interests, and source and access relevant professional learning opportunities and resources,
- Maintain, apply and share up-to-date knowledge of TESOL pedagogy and methodology.
- Support the integration of blended learning techniques and content into the curriculum to enhance student learning in face-to-face classes.
- Use educational technology appropriately to engage student learning styles and enhance student learning including the use of the Learner Management System, CANVAS, Zoom, Microsoft Teams, Microsoft Word, PowerPoint, SRMS, iQ, interactive whiteboards and the intranet.
- Oversee student academic progress:
 - Monitor progress, employing a variety of assessment methods both formal and informal
 - Provide feedback (and counselling, where relevant) that assists students to maximise learning opportunities
 - Develop and maintain records of student progress
 - Report student progress to relevant stakeholders

Pastoral Care

- Demonstrate initiative in identifying, reporting, and resolving program and student welfare issues in consultation with Academic Coordinators, Academic Support, Student Experience and Wellbeing.
- Assist in supporting the specific learning and pastoral care needs of students under 18

Peer Support

- Support and mentor casual Language Educators and less experienced Language Educators including being a buddy as required.
- Contribute to the professional development program by identifying skill gaps and presenting professional development activities.

Administration

- Complete class/course administration requirements accurately and within required deadlines.
- Assist in the induction of new Language Educators to the academic program as required.
- Assist with intake and orientation as required.

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct and Child Safety Policy.
- Work in accordance with RMIT Training's policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, demonstrating RMIT's values and behaviours
- Actively engage in and embrace professional development opportunities
- Undertake any reasonable tasks as directed

Qualifications, Knowledge, Skills & Attributes

Essential

- Bachelor degree or Diploma (equivalent to at least 3 years full-time study in duration)
- Recognised TESOL qualifications and experience which satisfy ELICOS National Standards, the NEAS Quality Assurance Framework, and other relevant regulatory and accrediting body requirements.
- Trained CELTA Tutor, approved by Cambridge Assessment English
- Current Working with Children Clearance
- Sound knowledge of administrative requirements related to CELTA program delivery.
- Significant experience in teaching English for Academic Purposes
- Demonstrated ability to teach across a range of levels and programs
- Demonstrated ability to use a range of applications to design and deliver effective digital learning and teaching content in online and blended contexts
- Highly developed interpersonal and communication skills
- Sound organisational, administrative and time management skills to enable satisfactory completion of teaching-related tasks
- Ability to work both independently and as part of a team
- Well-developed understanding of current teaching, learning and assessment theory and practice
- Demonstrated proactive approach to:
 - Identifying own professional learning needs
 - Seeking out and accessing relevant professional development opportunities and resources
 - Reflecting on own teaching practice and applying good practice in teaching and assessment
 - Supporting colleagues in furthering their professional development

Desirable

- Ability to take on Main Course Tutor role
- TESOL experience in a range of contexts, including offshore
- Teacher training experience
- Qualifications at post-graduate diploma level or higher in Applied Linguistics, TESOL or Education
- Qualifications and experience in digital curriculum and/or assessment design and development

Working at RMIT Training

RMIT Training (REW) is a registered trading name of RMIT Training, which is a company owned by RMIT University. We provide a range of education solutions to students, academics and professionals located in Melbourne and overseas.

Our vision is to be a successful provider of education solutions supporting the lifelong development goals of clients worldwide.

Our Values – Passion | Impact | Inclusion | Courage | Integrity | Imagination

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood, and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Incumbent name: _____

Date: _____