

7.07 ELC Staff – Classifications, Duties & Time Allocation

15 June 2007

Overview

The English Language Centre (ELC) provides courses and ongoing learning in English Language skills. This policy provides for the classification of ELC staff members as well as guidelines for working hours and work loads.

Classifications and Categories

7.07.01 On appointment, Senior Language Instructor's (SLI's) and Language Instructor's (LI's) will be placed on a salary level commensurate with the minimum salary level for his/her qualifications and experience:

(a) Category A commences at Level 4 with a maximum of Level 12

(b) Category B commences at Level 3 with a maximum of Level 12

(c) Category C commences at Level 2 with a maximum of Level 12

(d) Category D commences at Level 1 with a maximum of Level 9

provided that a Category D staff member who achieves Level 9 may be promoted beyond that Level where that staff member can demonstrate that she/he is able to carry out the full range of duties carried out by a Category A, B or C staff member.

7.07.02 The commencing salary for a Senior Language Instructor will be no less than Level 8.

7.07.03 Staff members will be assigned to one of the following categories based on their qualifications and experience:

(a) **Category A** – Doctoral or Master's Degree in Applied Linguistics or a TESOL-related field, Bachelor's Degree and Diploma in Education or equivalent.

(b) **Category B** – Bachelor's Degree in TESOL-related field and Diploma in Education or equivalent; or Bachelor's Degree in Education plus recognised TESOL certification;

(c) **Category C** – Bachelor's Degree and recognised TESOL certification; or Bachelor's Degree including TESOL practical and theoretical pedagogy; or Bachelor's Degree and teaching qualification plus relevant classroom teaching experience

(d) **Category D** – Other qualifications not provided for above and/or expected to acquire minimum TESOL qualifications.

7.07.04 Staff members will be accredited with teaching experience and be allocated a higher salary in accordance, with the following:

(a) One (1) increment for each year of full-time equivalent TESOL teaching or equivalent; or

- (b) One (1) increment for each two (2) years of full-time equivalent teaching in other languages to a maximum of three (3) increments.

Duties and time allocation

7.07.05 Full time teaching staff members are appointed for thirty five (35) hours per week (between the ordinary hours of 7:00am and 8:00pm Monday to Friday) allocated as:

- (a) A maximum of twenty (20) hours face-to-face teaching (and/or supervision of students in scheduled classes, tutoring and excursions); and
- (b) Other, non-teaching duties for the balance of the working week, including but not limited to, professional development, preparation for teaching, marking, student advice, administrative tasks, attendance at meetings, syllabus, program and resource development

7.07.06 The allocation for part-time Language Instructors is on a pro-rata basis as follows:

	Classroom Teaching	Non-Teaching Duties
EFT 1.0	20 hours	15 hours
EFT 0.8	16 hours	12 hours
EFT 0.7	14 hours	10.5 hours
EFT 0.6	12 hours	9 hours
EFT 0.5	10 hours	7.5 hours
EFT 0.4	8 hours	6 hours
EFT 0.3	6 hours	4.5 hours

7.07.07 The casual teaching rate as referred to in Schedule 3 includes one hour of face-to-face teaching and three-quarters of an hour of non-teaching duties.

7.07.08 Coordinators of teaching or study tour programs are responsible for the design, preparation (where necessary including teaching materials), assessment, evaluation and reporting of specific programs, together with all associated administrative tasks. In cases where the workload involved in discharging these responsibilities is agreed by the Director to be exceptionally demanding, an appropriate teaching load reduction may be applied.

7.07.09 During reduced or non-teaching periods it is expected that staff will engage in professional activity appropriate to the ELC, including, but not limited to staff development programs, preparation for future teaching, revision of materials, review of course records, syllabus

and materials development and/or review, evaluation and report writing.

Further Information

HR Client Services Arts & Sciences ext. 3319 or 3947

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