Position Description

Position Details

**Position Title:** English Language Instructor  
**Division:** Centre of Communication and Design  
**Department:** English Language Programs  
**Campus Location:** Based in Ho Chi Minh City or Ha Noi but may be required to work at other campuses of RMIT Vietnam.  
**Classification:** English Language Instructor  
**Time Fraction:** Full-time: 1.0 (40 hours per week)

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia’s original educational institutions founded in 1887, RMIT is now the nation’s largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city’s northern suburbs – and campuses in Hanoi and Ho Chi Minh City in Vietnam. With significant partnerships in Hong Kong, China, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University’s total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings. [www.rmit.edu.au](http://www.rmit.edu.au)

RMIT Vietnam

RMIT International University Vietnam is the Asian campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. It is committed to providing internationally recognised high-quality education and professional training for its students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. RMIT Vietnam is an English speaking university and all teaching is in English.  
[www.rmit.edu.vn](http://www.rmit.edu.vn)

Position Summary

An English Language Instructor is responsible for teaching on any of the English Language programs offered by RMIT which are primarily Academic English for students in either a pathway program or on a diploma program or corporate clients studying business English. The role includes all aspects of a teaching post including preparation, classroom delivery, monitoring and reporting student progress through a variety of methods including formal assessment. An English Language Instructor would typically be in the early stages of a professional career in teaching English Language and will usually work under the support and
guidance of more experienced English Language Professionals. An English Language Instructor will understand and be committed to the professional expectations of being a teacher in a tertiary environment and will also be committed to continuing to develop their teaching experience and skills.

The normal teaching load for an English Language Instructor is 20 classroom contact hours with a 40-hour on-site requirement.

Reporting Lines

Reports operationally to: Senior Educator for respective level being taught
Reports functionally (where applicable) to:

List by title positions which report directly to this position: Nill

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Key Accountabilities

1. Teach timetabled classes to a high standard, identifying and meeting the needs of learners whilst taking into account different learning styles and strategies and cross-cultural factors.
2. Engage in a reflective approach to teaching as evidenced through classroom observations, peer mentoring and appropriate Professional learning.
3. Oversee student academic progress:
   a. Monitor progress, employing a variety of assessment methods both formal and informal.
   b. Provide feedback (and counselling, where relevant) that assists students to maximise learning opportunities.
   c. Facilitate the student self-evaluation process.
   d. Report student progress to relevant stakeholders.
4. Demonstrate basic competence and a willingness to develop further skills in the appropriate use of educational technology inc. Blackboard to enhance student learning.
5. Supplement ELP materials with worksheets and activities to enhance students’ learning, developed in conjunction with team members, which can be shared with other teachers.
6. Complete class/course administration requirements accurately to program standards and within required deadlines demonstrating at least basic competence in the functions of Microsoft Word, PowerPoint and the intranet.
7. Facilitate independent learning by guiding students in the use of the ELRC and computer based information retrieval and language learning facilities.
8. Identify students in need of assistance and refer them to course coordinators or student counsellors, as appropriate.
9. Provide one-to-one extra-curricular support for students through staffing a help-desk.
10. Trial new teaching and assessment material and provide feedback as requested.
11. Commit to on-going Professional learning in order to develop the ability to teach across the full range of ELP programs including business English through participation in Professional learning programs, accessing new ideas in EFL methodology from relevant websites and journals and participating in program-wide project teams under the leadership of others.
12. Actively participate in teacher meetings.
13. Share in exam invigilation, marking and recording results, moderation and student progress meetings.
14. Share in rostered cover teaching as required.

Key Selection Criteria

A: Qualifications and Pre-requisites

Mandatory

- A Bachelor’s degree (or higher),
- A recognized international qualification in teaching English as a foreign/second/further language
- If English is not your first language, then evidence of a General IELTS (Academic) Band Score of 8.5 (or equivalent) during the last two years should be provided.

**Preferred**

**B: Employment/Professional Experience**

**Mandatory**

- Capability to teach effectively across one or more levels of the English Language Programs at RMIT Vietnam, evidenced through teaching practice or relevant third party endorsements e.g. teaching observation reports, Course Experience Surveys (CES) or statement of service and achievement
- Evidence a willingness to maintain and develop professional expertise in English Language teaching.

**Preferred**

- Some experience in teaching English Language in contexts which are relevant to RMIT’s English Language Programs

**C: Competencies - skills, knowledge, abilities**

**Essential**

**Desirable**

**Note:**
For foreign staff, appointment to this position is subject to the ability to obtain a Vietnamese work permit. For all staff, appointment is subject to satisfying the English language standards relevant to the position.

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

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