

ELICOS Trainer

About the business and the role

Greenhill Education Group Australia Pty Ltd trading as RGIT Australia is a leading vocational education provider in Australia and one of Australia's most competitive providers. With a founding principle of delivering excellence in training, RGIT Australia is proud to offer a learning environment that pays particular attention to quality teaching, student welfare and to fostering equal educational opportunities for students of all ages.

RGIT Australia, situated in Melbourne's CBD, is looking for a highly motivated and dedicated ELICOS Trainer to work within the Institute's Academic Department.

These will be offered as part-time and/or full-time positions (subject to the candidate)

Position responsibilities

- Deliver General English courses offered by the Institute.
- Follow all course guidelines, policies and procedures, as directed by the Director of Studies (English).
- Develop and deliver lesson plans with clear objectives.
- Ensure all Departmental documentation relating to courses taught is well-maintained and comply with Institute requirements.
- Compile student feedback reports.
- Develop and administer assessment tasks in accordance with Institute procedures and as directed by the departmental manager.
- Record and maintain all assessment results on official documentation and in accordance with Institute procedures.
- Contribute to the development of courses in a team environment to foster a culture that embraces continuous improvement and best practice.
- Ensure professional development is continuously maintained for industry currency.
- Monitor the use of resources and contribute to their improvement.

To be considered for this position, applicants need to have the following

- An Australian-recognized degree or higher qualification.
- A TESOL qualification such as CELTA or Certificate IV in TESOL.
- a degree or diploma of at least three years full-time or equivalent (teaching or other)

- Certificate IV in Training and Assessment (TAE40110)
- Significant ELICOS teaching experience will be well regarded
- A demonstrated track-record in delivering student-centered classes
- A highly motivating and engaging classroom manner with outstanding presentation skills
- Work experience in relevant industry, highly desirable
- Demonstrated ongoing commitment to professional development
- Educational and training experience is preferable
- Student management system experience is preferable

To be successful in this job you will be a highly motivating and engaging individual with outstanding presentation skills that set you apart from others. You will have a proven track record of working effectively with others in a work environment with demonstrated highly developed oral and written communication skills.

This position offers excellent career opportunities in a friendly and supportive work environment.

RGIT Australia is an equal opportunity employer. We are dedicated to attracting, retaining, and developing our people regardless of gender identity, ethnicity, sexual orientation, disability, and age. Applications are encouraged from all sectors of the community, and we strongly encourage applications from the Aboriginal and/or Torres Strait Islander communities.

If you believe you are qualified and suitable for this position, please submit your cover letter together with your resume.