

## Job and Person Specification

<b>Title:</b>	English Language Long Term Adviser	<b>Location:</b>	Kiribati
<b>Position Created:</b>	January 2018	<b>Type of Appointment:</b>	Fixed Term Contract
<b>ARF</b>	<i>C3 (please note that we are unable to support dependants under 18 years of age for this posting)</i>	<b>Contract Term</b>	August 2018 – December 2019

### Job Specification

#### 1. Summary of the broad purpose of the position and its responsibilities/duties

The Kiribati Facility is a key investment of the Australian Government in Kiribati, comprising of the Skills for Employment Program (SfEP) and the Flexible Support Facility (FSF). The SfEP supports the development of a capable, qualified and mobile I-Kiribati workforce, and focuses on developing the Kiribati Institute of Technology (KIT) as a demand-driven training provider catering for domestic, regional and international labour markets and aligning the source, level and rigour of qualifications accordingly.

The role of the English Language Long Term Adviser (LTA) is to guide and support the expansion of the KIT English Language Department and the development of a KIT English Language Training and Testing Centre with a key focus on: increasing lecturer capability for teaching in English; strengthening or implementing new assessment tools; enhancing the curriculum to improve lecturer and student understanding, student learning outcomes, and the English communication skills.

A key outcome of this role is to establish an internationally recognised English Training and Testing Centre within the Kiribati Institute of Technology that will be able to support both the English language development for KIT students and lecturers, and the English training and assessment for the emerging labour mobility programs for the region.

#### 2. Reporting/Working Relationships

The English Language Adviser reports to the Team Leader and is required to work collaboratively with the I-Kiribati Executive team of KIT.

#### 3. Special Conditions

Scope Global is an Equal Opportunity Employer which requires all staff to read and comply with our Corporate Policies including the Code of Conduct, Work Health and Safety, Child Protection, Fraud Prevention, and Detection and Investigation. The incumbent must complete an Australian Federal Police Check.

A flexible approach to working hours and the taking of recreational leave is essential with some out of hour's work being required.

#### 4. Statement of Key Outcomes and Associated Activities

The key responsibilities of the position will be to: Key Outcomes	Associated Activities (KPIs)
<p>Conduct a feasibility study on the establishment of an International Training and Testing Centre.</p>	<ul style="list-style-type: none"> <li>• Engage with key stakeholders to determine the needs of an English Language Training and Testing Centre.</li> <li>• Propose innovative and cost-effective solutions for KIT to become a regionally recognised English Language Training and Testing Centre.</li> </ul>
<p>Design a coherent proposal for strengthening and developing the KIT English language and testing program to meet current and future needs. The proposal will include recommendations for curriculum development, placement tests, and skills and/or language proficiency frameworks to be adopted by KIT.</p>	<ul style="list-style-type: none"> <li>• Review the English language and testing requirements needed to support the current KIT English Language programs and the emerging programs such as labour mobility and bridging courses in both Tarawa and the outer islands.</li> <li>• Make recommendations about how to improve the English selection and placement tests.</li> <li>• Engage with key stakeholders to identify the desired learning outcomes and ensure the testing requirements meet this need.</li> <li>• Draw upon current research to support improved methodologies as it relates to the KIT programs (locally, regionally and internationally).</li> <li>• Evaluate and recommend the preferred English language assessment tool to be used for KIT programs e.g. ISLPR, IELTS, ACSF etc. Once approved, lead the implementation of this tool.</li> <li>• If approved by KIT and the Kiribati Facility Program, oversee the implementation of the recommendations</li> </ul>
<p>Strengthen the English language curriculum and assessment relevant to courses and labour mobility training programs offered to KIT students.</p>	<p>Based on the approved preferred approach outlined in the proposal:</p> <ul style="list-style-type: none"> <li>• Develop an implementation plan.</li> <li>• In collaboration with the English Advisor and English lecturers, strengthen the current, or develop a new English curriculum, including upgrading resources and assessment tools relevant to the Kiribati context whilst meeting the identified learning outcomes.</li> <li>• Guide and support the English Department to develop placement tests.</li> </ul>

	<ul style="list-style-type: none"> <li>• Guide and support the English Department to implement the curriculum, resources and assessment tools across all KIT courses in accordance with the approved strategy.</li> </ul>
Proficiency tests for lecturers, students and external clients as required.	<ul style="list-style-type: none"> <li>• In line with the selected and approved English framework and in the context of the local environment, identify and/or develop and trial English language proficiency tests for KIT lecturers, KIT students and external clients as needed.</li> </ul>
English language professional development training programs developed and implemented for KIT English lecturers.	<ul style="list-style-type: none"> <li>• Assess current English language proficiency skills, capabilities and teaching practices in the English Department.</li> <li>• Develop a professional development plan for the English Department Lecturers including in-service and internationally recognized programs.</li> <li>• Develop and trial a relevant in-service English language professional development program for the KIT English lecturers that enhances understanding of TESOL, adult learning principles and how to apply this in classroom practice.</li> <li>• Deliver the professional development program to the KIT English lecturers.</li> <li>• As programs are approved, oversee the implementation of these programs.</li> <li>• Provide advice and support to the KIT Executive about relevant professional development activities to strengthen lecturer capability.</li> <li>• In collaboration with the Monitoring and Evaluation Adviser, develop evaluation tools and systems that monitor and report on the effectiveness and value for money of the professional development programs.</li> </ul>
Monitoring, Effectiveness and Evaluation	<ul style="list-style-type: none"> <li>• In collaboration with the Monitoring and Evaluation Adviser, report on the development, progress and effectiveness of all English activities.</li> <li>• The Monitoring and Evaluation Plan specific to the English deliverables will be approved by the Team Leader.</li> </ul>
Quality and Legislative Compliance	<ul style="list-style-type: none"> <li>• Comply with Scope Global policies, procedures, practices and quality systems.</li> <li>• Comply with role specific policies and procedures.</li> <li>• Ensure role specific procedures and all relevant documentation are kept current</li> </ul>

	and available on the KIT e-filing system in accordance with Australian Standards for Registered Training Organisations 2015.
Core Behaviours	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Client Focus</li> <li>• Collaboration</li> <li>• Decision making</li> <li>• Leadership</li> <li>• Respect</li> </ul>

## Person Specification

### Minimum Requirements/Key Selection Criteria

#### Essential

1. A relevant post-graduate qualification relating to English Language teaching.
2. A current accredited certificate in Senior First Aid.
3. Demonstrated relevant experience as a language educator and in design and evaluation of language education programs.
4. Demonstrated knowledge of relevant ESL teaching and learning strategies, including teacher education methodologies.
5. Demonstrated knowledge of TESOL and the strategies used to enhance language understanding and maintenance.
6. Experience developing English Language placement and testing tools.
7. Demonstrated knowledge of the range of materials and modalities used to teach and develop proficiency in English language, including ICT based materials.
8. Demonstrated ability to build and maintain strong and effective relationships with colleagues, clients and other stakeholders in a development context.
9. Well-developed computer literacy with the ability to use Microsoft Word, Microsoft PowerPoint and Excel.
10. High standard of written and oral communication skills.

#### Desired

1. Experience working and living in the Pacific.
2. Demonstrated understanding and experience applying the ACSF, IELTS, ISLPR or equivalent within a language, literacy and numeracy context.
3. Knowledge and experience of complying with Australian and international policies and standards including Equal Opportunity, Work Health and Safety, Child Protection, Gender and Disability.