



## TEFL PROGRAMME COORDINATOR (PART-TIME) (Payclass 09)

### UCT English Language Centre Faculty of Humanities

The UCT English Language Centre is a professional development unit within the Faculty of Humanities delivering English as a Foreign Language short courses to international students. We are seeking a TEFL Programme Coordinator. The main purpose of this position is to design, deliver, manage and administer the Unit's TEFL (Teacher Training) Short course offerings. This is permanent post, which is part time (50%) for 9 months per year and full time (100%) for three months of the year.

#### Requirements:

- MA TESOL, Cambridge DELTA, Trinity DipTESOL, or equivalent
- Cambridge CELTA, Trinity CertTESOL or equivalent English Language Teaching qualification. Equivalent qualifications must: (i) include a minimum of 120 hours face-to-face teaching contact time; (ii) include a minimum of six hours assessed teaching practice; (iii) be delivered by an institution with a reputation for excellence within the English as a Foreign Language Teaching sector.
- Minimum three years' experience in the design, delivery, management and administration of TEFL (Teacher Training) programmes.
- A three-year tertiary diploma.
- Ability to work independently and as part of a team.
- Reliability, personal accountability and commitment.
- Professional presentation.
- A willingness to work full-time during delivery of the TEFL programme

#### The following would be an advantage:

- Experience of coordinating TEFL (teacher training) in a University context.
- Knowledge of UCT systems and processes.

#### Responsibilities:

- Course Delivery: Deliver input sessions, assess teaching practice and provide academic student support on the Teaching English as a Foreign Language course; deliver other Teacher Training courses according to market demand; grading and assessment of student work; provide feedback to support students' learning.
- Course design and development: Design and continually update TEFL course syllabus in accordance with student feedback and developments in the field; ensure the availability of engaging, effective and up-to-date teaching materials for Teacher Training courses; develop a range of teacher training courses in accordance with demand; lead the process of developing and accrediting postgraduate qualification(s) in Teaching English as a Foreign Language.
- Programme Management: Ensure the operational smooth-running of all Teacher Training courses; team leadership and coordination of TEFL trainers; work with the marketing coordinator to effectively promote Teacher Training courses; assess student applications and supervise admission to the programmes; maintain relations with industry partners and stakeholders (teacher placement programmes, agents, etc.).
- Business development: Support the ELC Principal in identifying and developing new revenue generating opportunities in the field of Teaching English as a Foreign Language; work with the Marketing Coordinator to ensure promotion of and adequate student recruitment to Teacher Training courses.
- Staff continuing professional development: Support the programme coordinator (EFL) in the continuing professional development of the unit's teachers.

The annual cost of employment is between R 177 835 to R 209 217. Additional non-pensionable pay over and above the COE is paid for periods of full time (100%) work.

**To apply**, please e-mail the below documents in a **single pdf file** to [recruitment02@uct.ac.za](mailto:recruitment02@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 021 650 2163

**Website:** [www.uctlanguagecentre.com](http://www.uctlanguagecentre.com)

**Reference number:** E18471

**Closing date:** 14 December 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.

UCT reserves the right not to appoint.