

NOTES

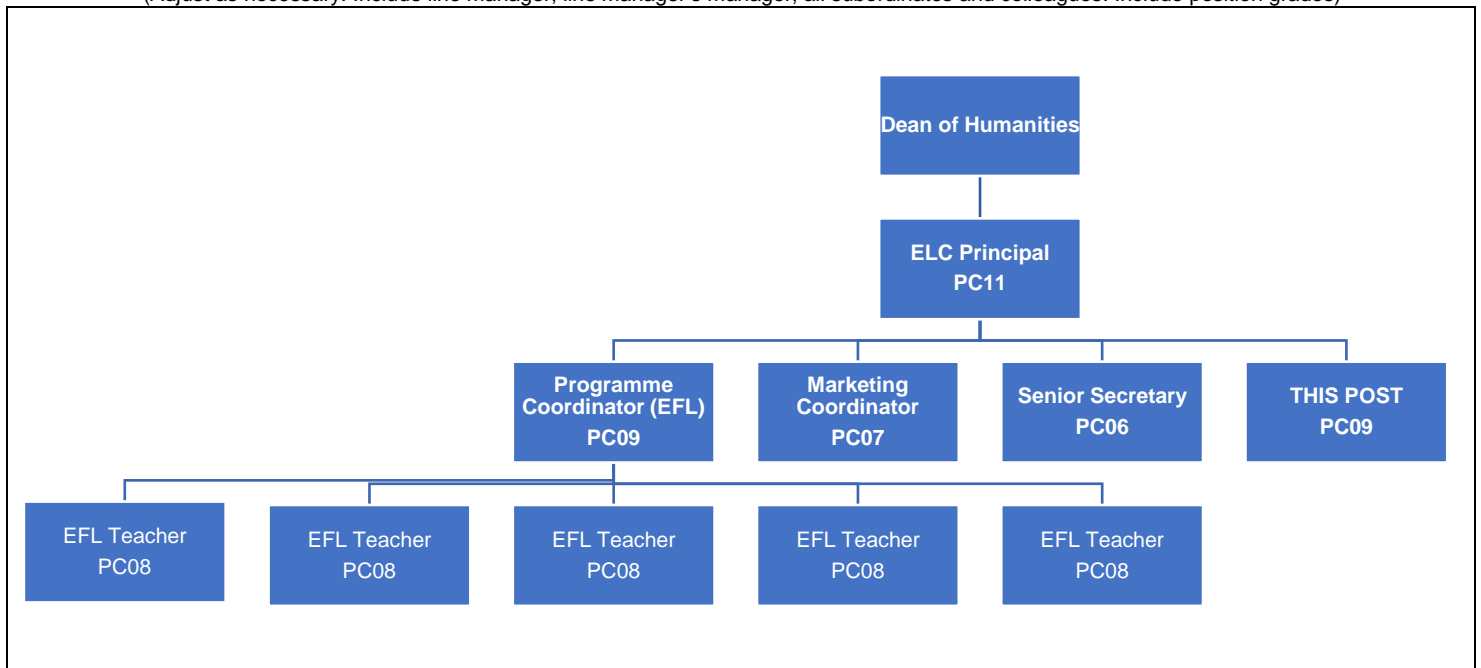
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Programme Coordinator (Teacher Training) – Part Time		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC09	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Humanities		
Academic department / PASS unit			
Division / section	English Language Centre		
Date of compilation	02/05/2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The Programme Coordinator (TEFL) is responsible for the design, implementation and delivery of all English as a Foreign Language Teacher Training courses

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Course Delivery	45%	<ul style="list-style-type: none"> Delivering input sessions, assessing teaching practice and providing academic student support on the Teaching English as a Foreign Language course Delivering other Teacher Training courses according to market demand Grading and assessment of student work Providing feedback to support student's learning 	<ul style="list-style-type: none"> To deliver high quality, academically rigorous TEFL/Teacher training courses. To adequately prepare trainees for employment in the field
2	Course design and development	20%	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> To provide courses that effectively meet the needs of new entrants to the English as a Foreign Language sector To meet the professional development needs of existing EFL teachers
3	Programme Management	20%	<ul style="list-style-type: none"> 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.) 	<ul style="list-style-type: none"> To ensure the administrative and logistical smooth running of all teacher training courses To provide a consistently positive student experience
4	Business development	10%	<ul style="list-style-type: none"> Support the ELC Principal in identifying and developing new revenue generating opportunities in the field of Teaching English as a Foreign Language Working with the Marketing Coordinator to ensure promotion of and adequate student recruitment to Teacher Training courses 	<ul style="list-style-type: none"> To maximize the unit's potential for growth in the field of teaching English as a Foreign Language
5	Staff continuing professional development	5%	<ul style="list-style-type: none"> Support the programme coordinator (EFL) in the continuing professional development of the unit's teachers 	<ul style="list-style-type: none"> To ensure that ELC teaching staff are able to maximize their potential as educators and deliver a high-quality student experience.

MINIMUM REQUIREMENTS

Minimum qualifications	Cambridge DELTA, Trinity Dip TESOL, or MA in TESOL/ ELT or related area.			
Minimum experience (type and years)	Three years' experience of teacher training in the English as a Foreign Language sector			
Skills	EFL Teacher Training			
Knowledge	In-depth/expert knowledge of EFL pedagogy			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Client/ Student Service and Support	2	Analytical Thinking/ Problem Solving	2
	Resource Management	2	Professional Knowledge and Skill	3
	Building Interpersonal relationships	2	Communication	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Operational and pedagogic aspects of TEFL programmes
Amount and kind of supervision received	Limited supervision by HOD
Amount and kind of supervision exercised	Supervision of EFL Teachers seconded to TEFL programmes
Decisions which can be made	Operational decisions within own section
Decisions which must be referred	Decisions which impact the wider unit

CONTACTS AND RELATIONSHIPS

Internal to UCT	Within own department, IPD, venue bookings
External to UCT	Teacher placement agencies