

# OZFORD EDUCATION GROUP

## Job Description

### ELICOS Coordinator/Student Success Coach

Ozford is an innovative educational institution for international students, located in the heart of Melbourne. Ozford is looking for an ELICOS Coordinator/Student Success Coach to join our dynamic team.

Ozford is a long-established institution offering programs across three sectors: Higher Education, ELICOS and senior High School courses. Ozford is committed to providing quality educational programs designed to help students achieve their career goals, and embrace lifelong learning. Ozford's vision is to provide every student with the opportunity to achieve their academic potential and practice key employability skills attained by undertaking real life learning based on global needs. Ozford fosters a personalised environment where students can develop essential life skills that will enable them to participate effectively in their chosen career.

### Principal purpose of the role:

- To ensure the effective and efficient organisation, management and delivery of ELICOS courses
- To empower all Ozford students to self-manage academically, as well as in the professional arena.
- To contribute to building career resilient students through delivering employability workshops, and one-to one Success appointments, and managing student success portfolios.

### Qualifications/Experience/Knowledge/Skills Required:

- Bachelor degree with a TESOL qualification such as CELTA, DELTA, and /or postgraduate qualification in TESOL
- Five years' intensive ELICOS teaching experience
- Clear understanding of the ELICOS Standards 2018
- Well-developed leadership and communication skills
- Advanced knowledge of Microsoft Office suite

### ELICOS Coordinator responsibilities include:

- Ensure students' academic performance is maximised
- Ensure effective and efficient centre organisation and management
- Assess language levels of prospective students and assign to a suitable class level
- Continuous improvement and development of curriculum and new programs
- Coordinate ongoing validation, moderation and record of assessment and results.
- Managing correspondence and compliance requirements associated with the school's accreditation obligations
- Responsible for design and initiation of new policies and programs to improve the quality of ELICOS courses
- Teach classes on a regular basis
- Coordinate effective communication between, parents, students, staff and Ozford community

- Mentor and provide constructive feedback to teaching staff and deliver monthly professional development sessions for teachers

**Student Success Coach responsibilities include:**

- Manage the Student portfolio project – assist students to apply to jobs or further education programs, highlighting their transferable skills, and tracking their personal development.
- Deliver employability and language support workshops and promote and maintain a weekly schedule.
- Provide Academic Support and Counselling to students
- Liaise with academic staff to determine academic activities and assessments that could be transferred into the portfolio.
- Coordinate social responsibility or volunteering activities to be transferred into student portfolio
- Liaise with employers and visit workplaces to review students' job progress.

Please Note: Only applicants who are eligible to work in Australia will be considered. Only shortlisted applicants will be contacted.



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