

City University of Hong Kong
English Language Centre
Job Description for Teaching Staff

1. To teach classes as timetabled by the ELC

- 1.1 The intended learning outcomes specified for the course should be covered during the lessons and students should be aware of these outcomes
- 1.2 Teachers should select and use materials which are appropriate to the aims of the course and relevant to the particular students taught
- 1.3 Students should be aware of the evaluation criteria used in each course
- 1.4 Teaching should be in line with the principles outlined in the ELC statement of teaching philosophy
- 1.5 Teachers should be able to teach any course offered by the ELC
- 1.6 All materials used should comply with copyright law
- 1.7 Teachers are expected to teach every session of a class as timetabled unless prior approval has been received. (substitution for reasons other than illness is not normally permitted)
- 1.8 The medium of instruction and communication in the classroom should be English

2. To carry out routine student administration and care

- 2.1 Student records should be kept up to date, the register should be correctly filled in and marks should be entered before the deadline set.
- 2.2 Teachers should be familiar with the structure of ELC courses, the university requirements for students and the consequences of failure, and should be able to counsel students appropriately
- 2.3 Feedback and suggestions from students should be encouraged and either acted on or passed to the appropriate person
- 2.4 The ELC policy on lateness should be enforced consistently
- 2.5 Teachers should be familiar with the counselling services offered by student development services and should be ready to provide support and referral to students who are having trouble coping with their studies or with university life
- 2.6 Teachers should be familiar with typhoon, rainstorm, fire and other relevant administrative procedure

3. To carry out student assessment procedures

- 3.1 Teachers should administer continuous assessment tasks as scheduled
- 3.2 Teachers should invigilate examinations as scheduled and comply with the invigilation procedures laid down by the university
- 3.3 Teachers should mark examination papers assigned to them within the marking period specified and according to the specified marking guidelines
- 3.4 Teachers should attend the marker standardisation sessions relevant to the courses they are teaching or marking
- 3.5 Teachers should ensure that their marking is consistent with that of other teachers and should provide samples of marked student work for standardisation as required

- 4. To attend induction and standardization meetings for courses, or make arrangements for make-up sessions. Full-time staff are expected, and part-time staff encouraged, to attend general staff meetings, training days and course evaluation meetings**
- 5. To maintain the professional image of the ELC**
 - 5.1 Lessons should start and finish on time
 - 5.2 Teachers should ensure that classrooms and other premises are in good condition by rectifying problems themselves or reporting them to the appropriate department
 - 5.3 Teachers should promote a positive attitude to English throughout the campus
 - 5.4 Teachers are encouraged to make their work visible in the ELT community both within and outside Hong Kong, e.g. through conference attendance or membership of professional bodies *
- 6. To be responsible for a particular area of work within the ELC ***
 - 6.1 Teachers should comply with the specified duties for the particular area involved
- 7. To take part in the professional development system operating within the ELC**
 - 7.1 Teachers are expected to show evidence of demonstrable self-development *
 - 7.2 Teachers will have job plans and personal development plans agreed with their appraiser *
 - 7.3 Teachers will have at least two formal face-to-face meetings with their appraiser each year
 - 7.4 Teachers will be observed by their appraiser at least once a year
 - 7.5 Teachers should observe a colleague in class at least once a year *
 - 7.6 Teachers should arrange for a colleague to observe them at least once a year *
 - 7.7 Teachers are encouraged to take advantage of the opportunities offered to attend formal training sessions within the ELC and outside
 - 7.8 Teachers should contribute to the open classroom policy of the ELC by allowing colleagues to observe lessons
- 8. To contribute to the development of a collegial atmosphere within the ELC and the university**
 - 8.1 Teachers should contribute towards fostering harmonious relationships within the department
 - 8.2 Teachers are expected to offer constructive feedback, ideas and support to colleagues
- 9. Other duties as required by the ELC**

* These duties apply to full-time staff only, but part-time staff are encouraged to take part in the peer observation system.