

## GUIDANCE NOTES FOR SCHOOL PREPARATION CENTRES

<p><b>Rationale</b></p>	<ul style="list-style-type: none"> <li>Standard P6.5 of the <i>ELICOS Standards 2018</i> requires providers of school preparation courses to ensure “an appropriate percentage” of its TESOL teachers is registered to teach in the school system of the jurisdiction in which they operate.</li> <li>These guidance notes serve to assist NEAS School Preparation Centres to apply a considered and reasonable interpretation of Standard 6.5.</li> <li>Also enclosed for reference is a sample position description for an ELICOS teacher of a School Preparation Centre.</li> </ul>
<p><b>ELICOS Standards 2018 – <a href="#">Teaching Staff</a></b></p>	<ul style="list-style-type: none"> <li><b>P6.5 Where the registered ELICOS provider offers courses of preparation for entry to Australian state or territory secondary schools, an appropriate percentage of the TESOL teachers must be registered to teach in the Australian state or territory primary or secondary system as determined by state or territory legislation or policy.</b></li> <li>In addition, NEAS Quality Principle A2 requires that: “Teachers have appropriate training and experience for the courses they deliver and assess.”</li> <li>NEAS Quality Driver A2.1 requires English language teachers to hold the following minimum qualifications:             <ul style="list-style-type: none"> <li>- a recognised degree or equivalent; and</li> <li>- a recognised TESOL qualification.</li> </ul> </li> <li>NEAS has provided detailed information on the qualifications that teachers in Endorsed ELT Centres are required to hold: <a href="https://neas.org.au/resources/career-advice/#neas-teacher-qualifications">https://neas.org.au/resources/career-advice/#neas-teacher-qualifications</a>.</li> </ul>
<p><b>Compulsory Registration in Schools</b></p>	<ul style="list-style-type: none"> <li>In all states and territories in Australia, any government legislation regarding registration of teachers must be adhered to.</li> <li>In Queensland, for example, all teachers undertaking any type of teaching in a government registered school must be registered with the Queensland College of Teachers.</li> <li>This applies to teachers in ELICOS Centres of both independent schools and state schools.</li> </ul>
<p><b>“Appropriate Percentage”</b></p>	<ul style="list-style-type: none"> <li>If all school-based ELICOS teachers need to be registered to teach, the question arises: <i>What is the “appropriate percentage” of ELICOS teachers required to register to teach, where the Centre is not part of a primary or secondary school?</i></li> <li>The need for teachers to be aware of the current teaching and assessment regimes in schools and have the skills required to motivate and engage young learners, means an “appropriate percentage” is also important for non-school-based preparation programs.</li> <li>An “appropriate percentage” is not clearly defined. Discussion regarding 50% has taken place in the past.</li> <li>This was, however, reconsidered to accommodate the skewed effect arising from larger ELICOS programs with more teachers.</li> </ul>

	<ul style="list-style-type: none"> <li>• In small ELICOS programs with only two teachers, a 50% requirement would result in one registered teacher and one non-registered teacher.</li> <li>• In a larger ELICOS program, however, where you have 10 teachers, for example, the Centre should have at least seven teachers registered.</li> </ul>
<p><b>Proposed Guidelines</b></p>	<ul style="list-style-type: none"> <li>• The following guidelines are proposed for an ELICOS Centre that is not part of a primary or secondary school:             <ul style="list-style-type: none"> <li>- Where two teachers are present, at least one teacher is required to be registered.</li> <li>- Where three teachers are present, at least two teachers are required to be registered.</li> <li>- Where four or more teachers are present, at least 70% of these teachers are required to be registered.</li> </ul> </li> </ul>

## SAMPLE ELICOS TEACHER POSITION DESCRIPTION – SECONDARY SCHOOL PREPARATION PROGRAM

*Please note that this position description can alter with changes in the roles and responsibilities of the position and may be used as a framework for performance review and development.*

**School:** New Wave School

**Location:** Brisbane

**Position:** ELICOS Teacher – School Preparation Program

### Position Details

#### About the Role

An ELICOS Teacher is expected to make contributions to the quality and effectiveness of the school's English Language Programs for students from non-English speaking backgrounds. This position reports to the Director of International (TBC – could also be Principal, Academic Manager, etc).

New Wave School requires all teachers to be registered with the Queensland College of Teachers. (Or: New Wave School ensures an appropriate percentage of teachers on its ELICOS program are registered with Queensland College of Teachers).

#### Key Responsibilities

- Develop and implement engaging and culturally responsive lesson plans that meet the diverse needs of international students.
- Provide individualised instruction and support to students, ensuring they understand and retain key concepts.
- Assess student progress regularly as per the set syllabus and provide constructive feedback, including through the use of technology such as online learning platforms.
- Collaborate with school staff to create a safe, inclusive, and supportive learning environment for all students.
- Communicate regularly with parents and guardians to keep them informed of their child's progress, including through the use of translation services where necessary, as per school policy.
- Attend and participate in school meetings, professional development opportunities, and parent-teacher evenings.
- Stay current with best practices in school preparation education and implement evidence-based teaching strategies.
- Foster a love of learning and a sense of belonging in the school community through extracurricular activities and programs.
- Plan and lead educational field trips and other out-of-classroom experiences as required.
- Support the integration of international students into the school community by collaborating with student support services, such as guidance counsellors, language support teachers, and the school pastoral care team.

#### Qualifications and Experience (Note: To be adjusted to suit the school's policy)

- Must be registered with, or able to be registered with, the Queensland College of Teachers.
- Education Degree in relevant curriculum area.
- TESOL qualification.
- Preferably have experience teaching in Queensland schools or an understanding of the Queensland system.
- **Important:** NEAS has provided detailed information on the qualifications that teachers in Endorsed ELT Centres are required to hold: <https://neas.org.au/resources/career-advice/#neas-teacher-qualifications>.

#### To Apply

Please send your CV and cover letter, REF: ELICOS Teacher to [hr@newwaveschool.com.au](mailto:hr@newwaveschool.com.au).