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## **Career Development for Teachers**

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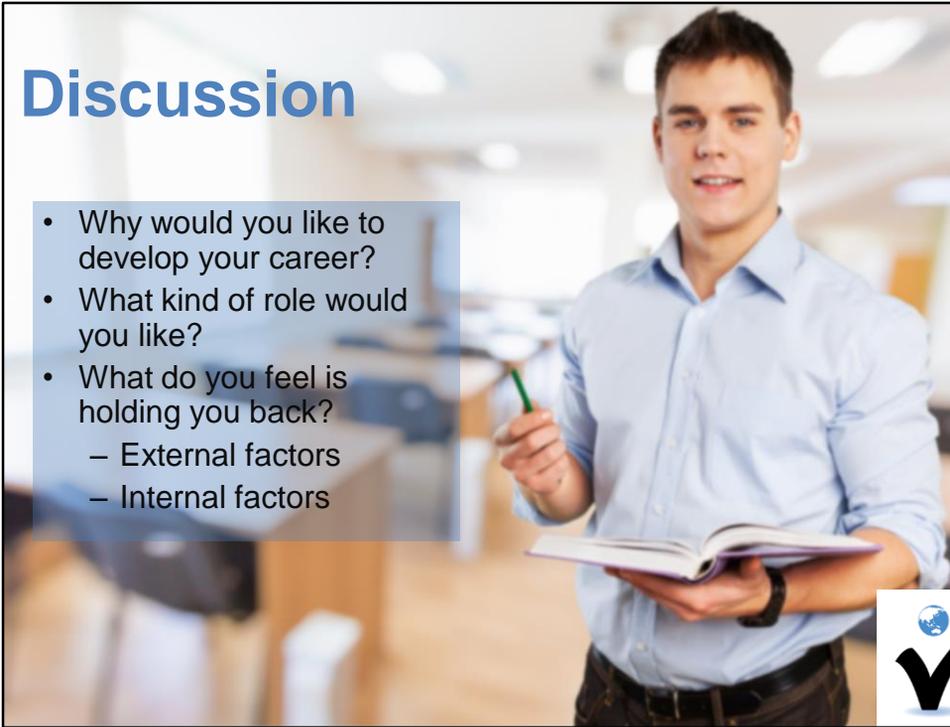
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# Discussion

- Why would you like to develop your career?
- What kind of role would you like?
- What do you feel is holding you back?
  - External factors
  - Internal factors





Team leader / Shift co-ordinator  
(Assistant) Academic Manager  
Operations Manager  
General Manager  
Campus Manager  
Examiner  
Test centre manager  
Partnership management  
Curriculum writer  
Teacher trainer  
Student services manager  
AMEP (range of roles)  
Compliance Manager  
Project Management  
Industry / peak bodies

# Academic Manager / DoS

## Requirements:

- a recognised degree or equivalent
- a TESOL qualification at postgraduate diploma level
- a robust knowledge of and experience in English language teaching
- experience in leading and managing people



## Post graduate courses for Academic Managers

Course	Advantages	Disadvantages
Diploma / Masters TESOL / Applied Linguistics / Educational Management	<ul style="list-style-type: none"> <li>Universities may require Masters for Academic Manager positions</li> </ul>	<ul style="list-style-type: none"> <li>Does not prepare you for day to day running of a centre.</li> </ul>
IDLTM – International Diploma of Language Teaching Management	<ul style="list-style-type: none"> <li>Thorough preparation to be an Academic Manager (325 hours)</li> </ul>	<ul style="list-style-type: none"> <li>May not be recognised for university Academic Manager</li> <li>May not be internationally recognised</li> </ul>
DELTA	<ul style="list-style-type: none"> <li>Internationally recognised</li> <li>Prepares you to be a teacher trainer and / or manager (600 hours)</li> </ul>	<ul style="list-style-type: none"> <li>A combination of Academic and Management (Management component makes up 120 hours)</li> </ul>



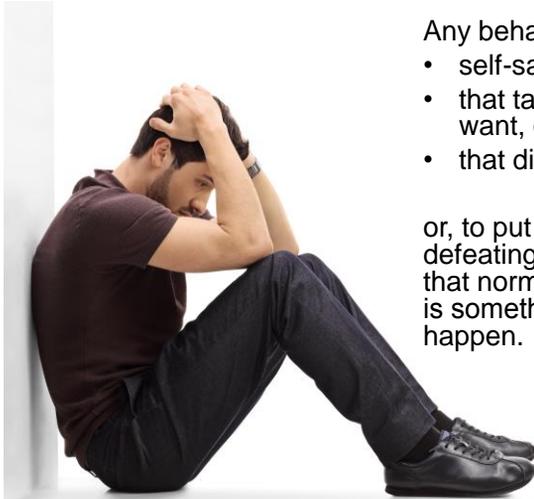
# Self defeating behaviours

## What is a self defeating behaviour?

Any behaviour you engage in that is:

- self-sabotaging,
- that takes you away from what you want, or
- that distracts you from your goals

or, to put it another way, a self-defeating behaviour is any behaviour that normally ends up with a result that is something you don't want to happen.



Some examples of self defeating behaviour include; procrastination, telling yourself negative things about yourself, alcohol or drug use, persistently being late for work etc.

# Self defeating behaviours

Managing these behaviours usually involves:

- a) recognition of the behaviour and its possible impact on your life and goals, and
- b) creating new habits that will have a more positive impact on your life.



This may require the help of a counsellor.



# Managing up

- Discuss what you recall from reading the article 'Managing Your Boss'
- Look at the worksheets and make notes



“To many people, the phrase ‘managing your boss’ may sound unusual or suspicious...But we are not referring to political manoeuvring or to apple polishing. We are using the term to mean the process of working with your superior to obtain the best possible results for you, your boss, and the company.”

How can I manage my boss?

- ‘1. You have a good understanding of the other person and yourself, especially regarding strengths, weaknesses, work styles, and needs.
2. You use this information to develop and manage a healthy working relationship – one that is compatible with both people’s work styles and assets, is characterised by mutual expectations, and meets the most critical needs of the other person.’.

## **Negotiate for a win-win solution**

While it may appeal to our most primitive instincts to leave opponents bleeding in the dust, we will probably have to work with them again. Humiliation does not breed long-term relationships. It promotes a long lasting desire for revenge.

The next time you are in a mood to take no prisoners, put yourself in your adversary's place. Suggest a solution that benefits both of you. You may not get the short-term victory, but you won't be stuck with a long-term enemy, either.

How can I progress?



# How can I progress?

1. Know your goals
2. Examine yourself
3. Take every development opportunity
4. Manage your boss. Tell them your goals.
5. Get qualified
6. Be proactive at work
7. Own your mistakes
8. Network / find a mentor
9. Be prepared to move 'sideways' or 'downwards'
10. Create a LinkedIn profile and a resume that showcases and enhances your experience. Research how to respond to selection criteria. Prepare thoroughly for interviews.



1. **Know your goals** – Know your career mission and pursue it with vigour.
2. **Examine yourself** – Spend some time thinking about whether or not you have any self defeating behaviours, or if anything else is holding you back in your life. Are you a positive force in your workplace?
3. **Take every development opportunity.** Teach as many different classes as possible – volunteer to teach EAP, IELTS prep and Cambridge classes – if you want to manage, you need to understand as much as possible. Put your hand up for everything – team leader positions, curriculum development work, even if it is unpaid and takes up more of your time – look at it as an investment. They can all be put on a CV. Participate in all internal professional development and seek external opportunities.
4. **Manage your boss and tell them your goals.** Refer back regularly to the worksheets from today about managing your boss, and make a conscious effort to follow through on your ideas. And if you really want to advance your career, you have to communicate what you want. Your manager isn't a mind reader, and waiting quietly to be recognized is a surefire way to get passed over for a promotion. Finally, make sure that management notices when you do good work.
5. **Get qualified.** Post graduate qualifications and examiner status can help you be ready when opportunities arise.

6. **Be proactive.** Proactively identify the company's biggest problems and contribute to solving them
7. **Own your mistakes.** Always own your mistakes and take responsibility for fixing any mistakes with your name attached to them
8. **Network.** Connect with staff at any NEAS, EA or other event you attend. Get business cards. Follow up with a polite email.
9. **Be prepared to move 'sideways' or 'downwards'.** It might be necessary for you to consider working in a different company in order to achieve your goals. Don't be too fussy. Go overseas if you can – sometimes progression is faster.
10. **Create a linkedin profile** – a good way to showcase yourself, stay updated with industry news and to network online.

**Resumes:** Make sure you highlight any relevant achievements. Tailor your CV to the position.

**Selection Criteria** Use the STAR method to respond to selection criteria.

**Interviews** Be ready for behavioural interview questions – have some examples pre prepared that show the qualities you believe they will ask about.

# WORKSHOP **FEEDBACK**

We value your feedback. Please take a moment to fill out this short survey on this new workshop.

<https://www.research.net/r/X5BTTNL>

Many thanks!



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