

EMPOWERING FAMILIES ESOL TEACHER Position Description

Position Purpose To deliver a part-time ESOL class to a mixed level group of parents & caregivers while their children receive on-site childcare.

Responsible to KiwiClass ESOL Programmes Manager

Functional relationships

- The volunteers in the programme
- The staff at the host site
- The KiwiClass caregiver
- The administration and staff of KiwiClass
- Other organisations and settlement networks

To be successful in this role, you must have

- A TESOL qualification
- Experience teaching adult beginners and multilevel classes

Desirable (not essential)

- Over 3 years of teaching experience
- Experience teaching pre-literate adult learners
- Familiarity with resettlement issues for refugees & migrants in NZ

Teaching responsibilities

- Prepare and deliver scheduled classes in a timely and professional manner on relevant topics as per a needs analysis
- Write a course report at the end of each course
- Provide pastoral support and/or academic advice to students as appropriate
- Arrange a relief teacher from the KiwiClass approved list during absences or, if unable to do so, inform the relevant Admin staff member and ESOL Programmes Manager as early as possible

- Perform teaching-related administrative tasks including:
 - Keeping an accurate record of class attendance each day and submitting a complete report each week;
 - Contacting absent learners at the first reasonable opportunity;
 - Encouraging regular attendance
 - Advising the appropriate people of any health safety concerns and taking the required actions
- Undertake routine maintenance, accessible storage and updating of the teaching materials.
- Ensuring the hired space is left clean and tidy as per the hire agreement

Generic duties: coordination

- Provide collegial support to teacher aides and volunteers by assisting with orientation and professional development needs
- Participate collegially in teaching, planning and administrative activities (including attending required meetings) that further the aims and aspirations of KiwiClass
- Maintain positive working relationships with other KiwiClass staff and with other education providers and settlement agencies as appropriate.

Duties specific to this programme

- Work with the KiwiClass caregiver to develop and maintain a holistic approach to the programme's contribution to the successful settlement of the participating families.
- Where applicable, work with the host school teachers and/or office staff to identify relevant local materials (e.g. notices for parents and information on children's learning and activities) that can be incorporated into the programme.
- Coordinate with the KiwiClass caregiver to identify and plan opportunities for some of the English learning of the parents to take place within the context of the children's activities.
- Guide and support the volunteers in good teaching/tutoring practices.
- Facilitate the development of community connections between volunteers, learners and local schools and the wider community.