

Position Description

Position Title	Volunteer_ESOL programmes
Reporting Manager	Volunteer Coordinator
Direct Reports	N/A
Key Relationships (external)	N/A
Key Relationships (internal)	Clients and Students, Staff of KiwiClass
Financial Delegation	None
Position Type	Volunteer
Location	Level 1, 39 Webb Street, Te Aro, Wellington

KiwiClass Multicultural Support Services Vision, Purpose and Values.

The organisation's vision is;

We want former refugees and migrants to thrive in Aotearoa New Zealand by learning and through work, upholding their cultural values and traditions and actively participating in local and national communities

The organisations purpose is;

We provide multicultural educational, employment-and pastoral services to former refugees and migrants that value their cultural and linguistic identities, develop their English-language expertise, help them secure work, and support them to expand their work and life options through ongoing learning.

The organisations Values are what guide and provide the foundation for all our activities;

- **whakamana**—we value high quality services that support students and clients to achieve personal success
- **manaakitanga**—we respect others, treating them with care and appreciation for their cultural and linguistic strengths
- **whakawhanaungatanga**—we value all relationships and collaborations
- **ako**—we value learning and the importance of ongoing learning for everyone

Position Purpose:

Volunteers provide a valuable resource that supports KiwiClass's vision, by working alongside students to develop their English language skills and confidence either in 1:1 or within classes under the guidance of the Class Teacher.

Key Responsibilities

- Deployment of the values of KiwiClass.
- Supporting KiwiClass teachers in the delivery of quality literacy and numeracy teaching programmes that align with the vision, purpose and values of KiwiClass.
- Supporting, encouraging and promoting the development of students.
- Health and Safety is everyone's responsibility.

Key Areas of Responsibilities Tasks

Deployment of the values of KiwiClass

- Ensure the activities of the organisation are representative, coordinated and united
- Ensure all activities reflect the values of whakamana, manaakitanga, whakawhanaungatanga and Ako
- Understanding of, commitment to and compliance with all KiwiClass policies and procedures.
- Contributes to the development of KiwiClass.
- A professional relationship between the Volunteer and students is always maintained

Supporting KiwiClass teachers in the delivery of quality literacy and numeracy teaching programmes that align with the vision, purpose and values of KiwiClass.

- Students are assisted to achieve their language, literacy and numeracy goals.
- Oversee the assessment of students' learning at specific stages of each learning programme
- Keep informed on current literacy and numeracy practice and participates in relevant professional development opportunities.
- Attend all meetings and professional development sessions, as required.
- A professional relationship between the Volunteer and Teacher is always maintained

Supporting, encouraging, and promoting the development of students.

- Teaching practices and support is consistent with KiwiClass practices.
- Positive modelling and encouragement and honest feedback is provided to students

Health and Safety is everyone's responsibility

- The Learning Environment is safe and healthy for all students
- Health and safety procedures are met.

Person Specification

Desired qualifications:

- Relevant qualification in adult teaching, education and/or similar type qualification (but not essential).

Desired experience:

- Previous teaching/coaching or mentoring experience (but not essential).
- Working within a team environment.

Desired Knowledge

- An understanding or willingness to learn about issues relevant to the provision of multicultural education, employment and pastoral services for former refugees and migrants.

Skills, Abilities, Personal Attributes:

- Strong commitment to the vision, purpose and values of KiwiClass.
- Able to work collaboratively with others and follow instructions.
- Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
- Ability to speak a second language (not essential).
- Ability to produce documents to a professional standard.
- Ability to communicate in a professional and friendly manner.
- Ability to establish good working relations with staff, students and clients.
- Excellent interpersonal and communication skills.
- Ability to interpret and explain to others, information received both verbally and in writing using techniques a person will understand.
- An understanding of professional boundaries and other relevant ethical issues.
- Adapts and responds constructively to changing circumstances and new initiatives.
- Ability to ensure KiwiClass health and safety guidelines are actioned for the safety of all.
- Competent IT skills, including the use of Microsoft Office 365 (SharePoint, Outlook, Word, Excel).