



POSITION DESCRIPTION
Relief ESOL Teacher (casual)

Position Purpose To deliver ESOL classes to adult beginner learners

Location Greater Wellington

Responsible to MCLaSS Programmes Manager

Functional relationships

- The MCLaSS Chief Executive
- The volunteers in the programme
- The administration and frontline staff of MCLaSS

External

- Local ESOL providers
- Other agencies working to help refugees and migrants

To be successful in this role, you must have

- A TESOL/TEFL qualification
- Experience teaching absolute beginners and/or beginners

Desirable (not essential)

- Experience teaching pre-literate adult learners
- Over 3 years of ESOL teaching experience
- National Certificate in Adult Literacy and Numeracy (NCALNE)

Teaching responsibilities

- Teaching scheduled classes in a timely and professional manner
- Using materials prepared by the class teacher, or alternative MCLaSS/personal materials as appropriate for the level and curriculum
- Collaborating with colleagues on arrangements for special sessions, such as visits and visitors, and for providing settlement information as appropriate in classes.
- Providing pastoral support and/or academic advice to students as appropriate
- Performing teaching-related administrative tasks including:

- Keeping an accurate record of class attendance each day and (if required), submitting a complete report each week;
- Contacting absent learners (for longer periods of relief teaching)
- Giving verbal warnings when attendance should be improved and arranging for warning letters to be sent when necessary (for longer periods of relief teaching)

Coordination responsibilities

- Providing the Financial Administrator with accurate information needed for paying the student travel subsidy
- Maintaining positive working relationships with other MCLaSS staff and with our partner organisations