



POSITION DESCRIPTION

(September 2017)

**Fixed Term role, 2-4 mornings per week
16 October – 14 December 2017**

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

Location Classes: Berhampore, Newtown and Miramar

Responsible to MCLaSS Programmes Manager

Functional relationships

- The MCLaSS Chief Executive
- The volunteers in the programme
- The principal and staff at the host school
- The administration and frontline staff of MCLaSS

To be successful in this role, you must have

- A TESOL/TEFL qualification
- Experience teaching beginners

Desirable (not essential)

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

Teaching responsibilities

- Prepare and deliver scheduled classes in a timely and professional manner
- Assess learners' ESOL/literacy/numeracy competencies at the beginning of, during and the end of each course
- 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 during absences or, if unable to do so, inform the 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;
- Encouraging regular attendance
- Undertake routine maintenance, accessible storage and updating of the teaching materials.

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 that further the aims and aspirations of MCLaSS
- Maintain positive working relationships with other MCLaSS staff and with other education providers and settlement agencies as appropriate.

Duties specific to this programme

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