



## POSITION DESCRIPTION

(September 2017)

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

**Position Purpose** To deliver a part-time computer class to low level English speakers who have minimal experience with computers.

**Location** Wellington City (39 Webb St)

**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

- Experience working with computers, including Microsoft Office Suite
- Experience working with beginner level English as a Second Language Speakers
- Teaching experience for adult learners

### Desirable (not essential)

- A TESOL/TEFL qualification
- 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' 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.