

Cultural and Language Assistant Job Description

Reports to: Centre Manager

DUTIES

Cultural and Language Assistants are expected to assist the teacher to plan, prepare, and teach sessions to learners, assess learner progress, and administer the records required to meet the programme reporting requirements.

TASKS

Key Tasks	Outcomes
1. <i>Assist the teacher as required with the preparation and teaching of lessons according to the literacy programme curriculum</i>	<ul style="list-style-type: none"> Regular consultation meetings with the tutor. Learning outcomes achieved by most learners. Most learners show satisfaction in student feedback.
2. <i>Provide explanation and support for learners, in English when necessary and in their first language when appropriate</i>	<ul style="list-style-type: none"> Learning outcomes achieved by at least 80% of the learners. At least 90% of the learners show satisfaction in the student feedback. Learners participate in classroom activities.
3. <i>Assist the learners to gain appropriate skills and confidence in using classroom and learning routines</i>	<ul style="list-style-type: none"> The Cultural and Language Assistant models appropriate skills and strategies for learners to learners. Learners are encouraged to practise appropriate skills in the classroom.
4. <i>Assist with administration and resourcing as necessary e.g. distributing resources, setting out the classroom</i>	<ul style="list-style-type: none"> Teachers and Cultural and Language Assistants work together with clear expectations of who does what.
5. <i>Participate in ongoing evaluative self-assessment</i>	<ul style="list-style-type: none"> Cultural and Language Assistants support teachers to deliver a high quality programme that enables learners to meet their learning goals and achieve outcomes; reports specific evidence of learner outcomes through assessment tasks and teacher reporting activities. Use information from learners, peers, and the wider organisation to make changes that improve practice.
6. <i>Practise under the guidance of the tutor, alongside other assistants and volunteers assisting in the class</i>	<ul style="list-style-type: none"> Regular staff meetings attended. You receive adequate direction, support and resourcing. Participate in at least one Performance Appraisal per year.
7. <i>Attend appropriate training and professional development opportunities</i>	<ul style="list-style-type: none"> Pre service training in ESOL-Literacy for Cultural and Language Assistants is completed. Ongoing professional development is undertaken (a minimum of one piece of PD annually).

JOB REQUIREMENTS

You need to

1. Be from a similar background as your learners (refugee background, L1 shared with some learners in the class)
2. Have the respect of your own ethnic community and be involved and active in that community
3. Have accurate and fluent spoken English
4. Have a good standard of literacy in your own language and English
5. Be interested in and prepared to adapt to New Zealand teaching methods
6. Have knowledge about refugee resettlement and refugee issues
7. Have understanding about the Treaty of Waitangi and how it applies to migrants and refugees

PERSONAL ATTRIBUTES

- Honesty and integrity
- Cultural sensitivity and empathy
- High standard of professionalism
- Flexibility and adaptability
- Organised and attentive to detail
- Self-motivated and able to work to deadlines
- Dynamic and enthusiastic
- Ability to work under pressure, independently and as part of a team
- Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected