

English Language Group Teacher Job Description



Position Description

Reports to: Centre manager

DUTIES

Teachers working on this programme are expected to plan, prepare, and teach sessions to learners, assess learner progress, and administer the records required to meet the programme reporting requirements.

PRIMARY OBJECTIVES

- To provide ESOL tuition to groups of adult learners from a non-English speaking background, in order to improve their ability to function in daily life and increase confidence
- To provide information and opportunities to explore intercultural awareness, including expectations related to living and working in New Zealand
- To provide meaningful information on progress made and challenges faced by learners in the programme.
- To provide a flexible, learner centred programme that also meets ELPNZ and centre programme requirements and standards.
- To abide by the Guiding Principles of ELPNZ, making the learners' needs the central focus and respecting their confidentiality and cultural needs at all times.

TASKS

- Prepare lessons and teach learners according to the English Language Group programme requirements.
- Set up classroom and leave premises to the standard required (if required).
- Assess learners (including initial and exit assessments) and monitor progress.
- Participate in the gathering of learner feedback.
- Maintain appropriate records including attendance registers, the Learner Progress Summary (LPS), learner feedback surveys and other records as required.
- Direct/support the work of any volunteers assisting in the class.
- Participate in two out-of-classroom visits/trips during the year.
- Participate in ongoing evaluative self-assessment to deliver a high quality programme that enables learners to meet their learning goals and achieve outcomes; report 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.
- Attend appropriate training and professional development opportunities annually.
- Participate in at least one formal performance appraisal per year.
- Report to the Manager and/or Programme Coordinator as required and attend scheduled meetings.

QUALIFICATIONS

Essential:

- A TESOL qualification at level 5 or above (e.g. graduate certificate, Bachelor's degree, post-grad diploma or degree in TESOL, ESL or TEAL)

Preferred:

- Completed *Certificate in ESOL Home Tutoring*
- Accreditation with English Language Partners New Zealand
- Experience in teaching ESOL to adults in New Zealand

PERSON SPECIFICATIONS

Experience and knowledge in

- teaching adults
- teaching ESOL to adults in New Zealand
- teaching without a course book and planning learner-centred lessons
- assessment
- administration and record-keeping skills
- current ESOL practices
- intercultural awareness and competence for teaching across cultures in bicultural New Zealand
- the Treaty of Waitangi and how it applies to teaching migrants and refugees

Personal attributes

- cultural sensitivity and empathy
- flexibility and adaptability
- organised and attentive to detail
- ability to work under pressure, independently and as part of a team
- enthusiasm and resilience
- honesty and integrity