

English for Employees Teacher Job Description



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 requirements.

PRIMARY OBJECTIVES

- To provide ESOL tuition to eligible groups of adult learners from a non-English speaking background, in language, literacy and numeracy for work so that learners increase confidence, contribution and satisfaction in their workplace
- To provide a flexible, learner centred programme focused on workplace-related skills and materials
- 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 ensure that programmes meet ELPNZ standards and programme requirements and 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

- Plan and prepare lessons and teach learners according to the English for Employees programme requirements.
- Assist learners to set their learning plans for the programme, and monitoring these plans.
- Assess learners (including initial and exit assessments) and monitor progress.
- Maintain appropriate records including attendance registers, diagnostic assessments, Individual Learning Plans (ILPs), the Learner Progress Summary (LPS), learner feedback surveys and other records as required.
- 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, including preservice 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 AND EXPERIENCE

Essential:

1. A tertiary qualification in TESOL at level 5 or above (e.g. graduate certificate, Bachelor's degree, post-grad diploma or degree such as CELTA, Cert TESOL, Cert TEAL, Dip SLT)
2. Experience in teaching ESOL and/or adult literacy

Preferred:

- A literacy educator qualification such as NZCALNE (Voc) (National Certificate in Adult Literacy and Numeracy for Educators - Vocational)
- Experience in, or knowledge of, workplace literacy tuition/workplace training is an advantage

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