

ENGLISH FOR MIGRANTS ESOL HOME TEACHER Job Description



JOB PURPOSE

To provide one-to-one English language tuition at an appropriate level for students referred through Tertiary Education Commission's English for Migrants (EFM) programme.

RESPONSIBLE TO

English Language Partners EFM Coordinator or employee with responsibility for ESOL Home Teacher Programme

RESPONSIBLE FOR

Maintaining professional standards at all times

KEY TASKS

- To follow up the EFM Coordinator's initial assessment of the student's needs
- To prepare lessons for the agreed number of tuition hours per week, based on the student's expressed needs
- To provide one-to-one tuition at an appropriate level to facilitate English language learning that will assist the student to participate in everyday life in New Zealand
- To maintain a record of learning for the student and complete a progress assessment for English Language Partners after three months

REPORTING

Records of lessons are to be kept and provided to the EFM Coordinator after three months of tuition. The Home Teacher will also report verbally to the EFM Coordinator after the first two weeks of tuition. After three months the teacher and student together will complete a progress assessment, using the documentation provided by the centre and return a copy to the EFM Coordinator.

PERSON SPECIFICATION

Ideally ESOL Home Teachers should have

- a Certificate in ESOL Home Tutoring (or equivalent) and/or
- a further qualification (Certificate or Diploma) in teaching English to Speakers of Other Languages, or
- Experience and competence in one-to-one English language tuition of adult learners
- Empathy and cultural sensitivity in working with NESB learners
- Skills in assessing student's language ability
- Skills in lesson preparation
- Timeliness and accuracy in reporting