

# English Language Group Teacher Job Description

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**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, including preservice training, participation in teaching observations, 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