
**CHOICES INTENSIVE LITERACY AND NUMERACY
JOB DESCRIPTION**

Starting January 2022

Contract:	Intensive Literacy Coordinator and Tutor
Reports to:	The Manager of Central Otago REAP or delegated staff member
Relationship:	The Tutor will maintain a good professional relationship with all REAP staff and Community Agencies
Salary:	0.5 of FTE \$60,000
Start Date:	The week of 24 January 2022
Travel	The use of a REAP car or travel reimbursed at IRD rates

The Main Purpose of the Role

This unique opportunity is to develop a programme that meets the individual needs of adult learners who have 80 or less units in NZQA or poor literacy and numeracy levels.

The role involves promoting the programme, meeting with all students individually to identify their needs, then developing a group programme to encourage growth and development of the learners.

Through group and individual work, learners will gain confidence to become more fully engaged in our society. The programme will provide employment or educational pathways for the learner.

Duties / Responsibilities:

- 1 To develop, market and deliver to adult New Zealand students, the Intensive Literacy and Numeracy Programme (Choices) in Alexandra
- 2 To maintain the REAP Quality Assurance processes within your tutoring area
- 3 Any other duties the Employer may reasonably require the Employee to perform

Key Skills

- Relates to Central Otago REAP's values
- Prior Tutoring or Teaching experience
- Ability to work in a Team successfully
- Ability to manage and develop group dynamics
- Skills to develop independence in learners
- Ability to build positive relationships
- Highly effective communication skills
- Ability to work independently
- Able to work well in a flexible and high-trust environment

Applications Close 7th December 2021 3pm – Please submit a current CV and Covering letter

Appendix 1
Key tasks – Goals for 2022

NUMBER OF LEARNERS	29 (total number of participants in the project)
LEARNER HOURS	50 – 300 (total hours per learner)
METHODS FOR TRACKING ACHIEVEMENT, PROGRESS & GAIN OF STUDENTS	<ul style="list-style-type: none"> • The Learning Progressions • Starting Points • Individual Assessment Interviews • Individual Lesson Plans • Tutor Records
TARGET GROUPS	<ul style="list-style-type: none"> • Varying disabilities or gaps in literacy /numeracy • Adults (16yrs plus) with no formal qualification or no qualification above NCEA Level 1, or School Certificate, equivalent. • Adults looking to gain qualifications – previous second chance learners • Hard to reach including hard to re-engage into learning process
DELIVERY MODES	Group classes offered in Alexandra two days per week during school term
OUTCOMES	<p>To meet the Tertiary Education Strategies including:</p> <ul style="list-style-type: none"> • To improve literacy, language and numeracy • To re-engage people in the learning process • To develop learning pathways • To develop employment pathways • To focus on the achievement and wellbeing of learners • To meet all recording requirements
OUTCOMES FOR CENTRAL OTAGO REAP	<ul style="list-style-type: none"> • To get people ahead in life by reducing barriers • To connect and learn together • To prepare people to support our economy
MEETING THE GOVERNMENT PRIORITIES	<p>We will meet the ACE Government priorities of</p> <ol style="list-style-type: none"> 1 Targeting learners whose initial learning was not successful 2 Raising foundation skills and 3 Strengthening social cohesion <ul style="list-style-type: none"> • by adding value to participants knowledge, skills and experiences to enable them to transition into further or higher learning, careers, trades and/or employment • by engaging learners who have not been well served by education in the past <p>Overall this will contribute to the cohesiveness of our community.</p>



Appendix 2

INFORMATION ON CENTRAL OTAGO REAP

What is Central Otago REAP's Vision (ie. what we want to achieve)?

A community where everyone knows learning makes a difference.

Ko te hāpori o Uruuruwhenua, mā te ako ai, oranga kē

What is Central Otago REAP's Mission (ie. how we go about achieving the Vision)?

To facilitate opportunities for growth through lifelong learning.

Ka whakahaere ake a Hauhake Uruuruwhenua i ngā āheinga hei whakatipu, hei whakawhānui i te ako ki te hunga me te hāpori mō ake tonu.

What are Central Otago REAP's core values?

- ▶ People Focused - Ko te manaaki tangata
- ▶ Integrity - Ko te whakapono
- ▶ Quality - Ko te papai
- ▶ Empowerment - Ko te whakamana
- ▶ Flexibility - Ko te ngāwari
- ▶ Connecting - Ko te hononga

How does Central Otago REAP operate?

Central Otago REAP delivers a range of community programmes each year, driven by multiple government and social/philanthropic funds. We have an elected Board of Trustees who set a Strategic Plan (future direction) and employ a Manager to make that plan a reality. Under the Manager, coordinators and staff oversee community educational projects. These coordinators often hire local tutors to add value to our work alongside Central Otago REAP's administration team.

Where is Central Otago REAP?

- Our main office is at the Alexandra Community House 14 – 20 Centennial Ave Alexandra 9320
- We serve the Central Otago, West Otago and Upper Clutha areas from Tapanui to Makaroa to Middlemarch.

What is Central Otago REAP?

- We are one of 13 rural REAPs as part of REAP Aotearoa New Zealand, and have been around for 30+ years
 - We are a non-profit organisation, we provide responsive education and community development activities
 - We are about meeting need and making a difference with programmes designed by and for our learners
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What do we do? See also www.coreap.org.nz

We work in the following areas:

Early Childhood – The Early Childhood team work with ECE providers, families and children around Early Childhood including tips for parents using SKIP resources and Kapa Haka

Schools Programmes include the Gifted one-day school, Te Reo and Kapa Haka, Enviro Schools, Season for Growth (Understanding Grief or change programme), Grandparents programme in schools

Adult Community Education (ACE) Programmes

Lifeskills aimed at adults whose initial learning was incomplete, adults with a level 2 or below qualification or adults with no qualification

Choices Literacy and Numeracy Programme with Learning Outcomes to extend reading and vocabulary, practise grammar, spelling and punctuation, improve fluency/writing, participate in team tasks etc

Computer programmes to increase skills for all ages

Careers and Mentoring – course and career direction and CV support

Te Reo

Sign Language

A range of other ACE programmes to meet the needs of our community and contracts

Strengthening Families is coordinated by Central Otago REAP. With the Strengthening Families process children and young people and their families have the opportunity to reach their full potential and participate actively in society.

Engagement in Community Development projects as they arise.

We offer you the opportunity to consider a role at Central Otago REAP. In our recent NZQA (June 2021) the summary document summarized our passion accurately toward learning. We are very proud of Central Otago REAP and passionate about making a difference in people's life.

Summary of Results

Central Otago REAP provides lifelong learning opportunities for adults who have been unsuccessful in their learning or, for whatever reason, lack confidence to gain employment. The training is highly valued for meeting community and learner needs.

Highly Confident in educational performance

- Programme design is informed by highly effective needs analysis. Ongoing stakeholder engagement ensures the PTE responds appropriately to emerging needs and funding requirements.
 - Students are having successful learning experiences. They are acquiring new skills and achieving their personal goals.
 - Students are gaining confidence and enhanced wellbeing. Many students progress to further study or employment. The positive impact of the training for individuals and their whānau is well evidenced.
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Highly Confident in capability in self-assessment

- Tutors reflect on programme plans and delivery very regularly, drawing on student evaluations and evidence of progress to refine programme topics and activities.
- Holistic and individualised support and guidance minimises barriers to learning and helps students to pursue their chosen pathways.
- Central Otago REAP is a stable, well-led organisation informed by local knowledge and well connected to key referring agencies and community groups, and the wider ACE sector.
- Management and staff share a learner-centred and reflective philosophy which guides all planning and decision-making. Staff are qualified and experienced, and well supported to work effectively in this learning context.

If successful you would be joining an amazing team. Further comments from NZQA that summarize how effectively we work as a Team are:

Central Otago REAP's highly effective guidance and support ensures students have positive learning experiences. All staff share responsibility for student wellbeing and contribute to ongoing reviews and improvements.

The PTE is learner-centred and well connected and is delivering strong outcomes for students and the wider community. Authentic and robust self-assessment is leading to worthwhile improvements.

For further information contact

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