



*Wordworks is recruiting for exciting new posts for our*

## ***Ready, steady ... read and write! Programme***

Wordworks is a Cape Town based non-profit organisation that was established in 2005. Our aim is to strengthen early language and literacy learning among children from under-resourced communities. By sharing our materials, know-how and enthusiasm with teachers, parents, volunteer tutors and home-visitors in a respectful and inclusive way, we seek to ensure that all our children can learn to read and write successfully and reach their full potential.

The *Ready, steady ... read and write!* Programme can be used in Grade R to build a solid language and literacy foundation and as an early intervention in Grade One. It can also be used to support Grade Two and Three children to learn to speak, read and write in a second language. Wordworks trains and mentors site Co-ordinators who manage and support tutors to work with pairs of children, on a weekly basis for at least six months. Many of the tutors are women who volunteer from local school communities and no qualifications are required. This programme is for tutors working with children aged 5-8 years.

We are seeking to appoint a part time Mentor to assist with training and offer mentoring and support to co-ordinators and tutors at schools and organisations that are using the *Wordworks Ready, steady ... read and write* Programme.

In addition, we are looking for a full time Senior Mentor to assist the Programme Manager with administration, planning, communication and event management.

### **Starting date:**

11<sup>th</sup> January 2017, with some induction activities in the 4<sup>th</sup> quarter of 2016 by arrangement.

### **Specific Duties:**

#### **Part time Mentor:**

- Take responsibility for communication with and support for co-ordinators at 8 to 12 sites to ensure high quality of programme delivery. This will include contact via phone and email as well as site visits.
- Assist with the following events on the *Ready, steady* calendar:
  - Training for new co-ordinators (3 days twice per year)
  - Quarterly training of new tutors (2 mornings).
  - Cluster meetings for all co-ordinators and tutors (3 mornings in April/May)
  - Ready, steady Indaba (September)
  - Co-ordinator's tea (November)

- Liaise with the Wordworks' *Ready, steady* Manager and provide Wordworks with regular feedback about programme delivery at the schools and organisations in order to ensure that appropriate support can be provided where necessary.
- Attend quarterly Mentor Meetings at the Wordworks offices in St James (mornings)
- Support schools with administrative duties e.g. follow up with feedback and assessment records from schools.

#### **Senior Mentor:**

- In addition to the above, to support the Programme Manager at Wordworks offices with:
  - preparation and planning for training workshops and events
  - taking minutes of Mentor meetings and communicating with mentors
  - communicating with schools and organisations
  - further development of training materials and programme resources
  - programme budgets and reports to donors

#### **Person specification for both positions:**

- Keen interest in promoting early literacy and language development
- Teaching qualification and experience in the Foundation Phase or in Learning Support.
- The ability to work sensitively and respectfully with adults. Experience with adult education would be a recommendation.
- The ability to work in diverse contexts. Experience in schools, community development or education NGOs in under-resources communities would be a recommendation.
- Good organisational, interpersonal and listening skills.
- Access to and competent use of a computer to write reports and communicate through email and a cell phone to communicate through whatsapp.
- Own transport.
- Good spoken and written communication skills in English and good spoken Afrikaans or isiXhosa.
- In addition to the above, applicants for the position of Senior Mentor should have experience with high level administrative tasks and be comfortable working together with the finance team on programme budgets. Experience with managing projects and/or training and/or writing learning materials would be a recommendation.

Wordworks is an equal opportunity employer. Preference may be given to candidates whose appointment would ensure that our organisation is more representative of the communities in which we work.

You can find out more about Wordworks at [www.wordworks.org.za](http://www.wordworks.org.za).