

Job Posting: English at Work Instructor

The English at Work program, coordinated by Enhanced English Skills for Employment (ESEE) and funded by Immigration, Refugee and Citizenship Canada (IRCC) is a resource for Winnipeg employers with a diverse workforce. English at Work programs provide support that includes on-site job-specific English language training for workers.

English at Working is looking for self-motivated independent contract instructors.

Responsibilities

- Formative needs assessment: conduct needs assessment with students and their supervisors, and create a course outline based on the identified needs
- Ongoing needs assessment: liaise with the company management to ensure training is responsive to the needs of the workplace
- Curriculum development: create and deliver task-based lessons to address the linguistic needs of the students while also teaching Canadian workplace culture
- Student assessment: assess student performance of daily class work, provide ongoing feedback to students and help students maintain a portfolio of their class work
- Record keeping: maintain accurate daily attendance registers and submit as required
- Report writing: prepare and submit student report cards and program reports as required
- Professional development: attend regular staff meetings and relevant professional development opportunities

Qualifications

- TESL training from a recognized institution
- Previous positive experience as an Adult EAL instructor
- Previous positive experience as an English at Work instructor preferred
- Prior experience or training that is complementary to a specific English at Work position preferred (i.e. Health background for working with health care aides)

Desired Attributes

- Ability to adapt and thrive in a quickly changing environment
- Ability to work with minimal training and supervision
- Ability to accept critique from stakeholders (management, union, government and learners) and make required adjustments
- Good knowledge of Canadian culture, experience living and working in Canada
- Experience with multi-cultural clientele, especially those with limited English skills

Position dates and schedule: upon the agreement with a workplace

Interested applicants are asked to submit their resume and cover letter to Dina Demburg, English at Work program manager, at ddemburg@eese.ca. Applications will be reviewed as received. Only those applicants selected for interview will be contacted.