

VSA Assignment Description

Assignment Title	Trainer of English as a Second Language (TESOL)
Country	Timor-Leste
Location of Partner Organisation	ICFP Kota-Lama, Baucau
Partner Organisation	Instituto Católica Para a Formação de Professores (ICFP)
Duration	One year with the possibility of extension
Sustainable Development Goals	



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1. Partner organisation overview

In 1999 the Marist Brothers decided to undertake a new missionary/outreach project. The circumstances of East Timor were in the news at the time and they decided to send two Brothers to see if and how we could help the country. Education is the field of activity. A summary of the history/origins of institute are in Annex 1 and it gives a good idea of how the organisation grew from that beginning.

The overall goal of the project is to sustainably raise the quality of education provided in the schools of Timor-Leste through appropriate training of teachers and the introduction of new curriculum and teaching methods.

ICFP provides pre-service teacher formation to post-secondary Timorese. Our students are drawn from all districts of the country. ICFP focuses on a student-centred learning approach to teaching in which students are always treated with utmost respect. On the job formation of staff ensures a clear understanding the style of teacher formation that is required for students to successfully adopt a student-centred learning approach. Part of the training involves supporting tutors through a distance education Masters of Education degree through Australian Catholic University. Other online programs are increasingly supported as internet become available.

2. Assignment overview

ICFP gives formation to our students to be prepared to teach English in schools up to year 9. Our key teachers are Timorese and they require significant support to do this teaching. They need support to teach English and support to engage in online courses to improve their own English skills.

East Timor is crying out for good English teachers in schools. Admin staff also need training in English so they can participate effectively in online courses to improve their skills in their duties. There are two finance staff, two IT staff, and 3 admin staff. They all require this help.

A VSA volunteer can improve the skills of our staff who carry out the roles listed above.

3. Goal/outcomes/outputs

Goal

The teachers of English will be knowledgeable enough to give high quality formation to ICFP students. As graduates students will be able to teacher English well in East Timorese schools. Admin staff will be able to engage in courses (presented in English) to improve their daily work tasks. Their communication in English will also be adequate to fulfil their tasks.

Outcome 1

Each of the three Timorese teachers of English will be confident in teaching English as a second Language.

- Collaboratively work with relevant academic staff to review the effectiveness of current English language learning and teaching practices.
- Mentor and support the professional development of relevant staff to improve their English language competence by broadening their skills and knowledge of the language.
- Work with relevant staff and students to develop effective strategies and resources for continuous improvement and support in the teaching of English language

Outcome 2

Admin staff will improve their level of English so that they can engage in daily interaction with Director, President, and other English speakers, using English to communicate.

- Provide quality training and support to the Administration staff in verbal English so they can engage in daily interaction with Director and President and other English speakers using English.

Outcome 3

Admin staff will acquire enough English to be able to effectively engage in training courses online. Staff have been involved in self-directed English courses to date, but need direct teacher support in order to complete assigned assessment tasks.

- Provide quality training and support to the Administration staff in reading and comprehension of English as a support to complete required assigned assessment tasks.

4. Reporting and working relationships and capacity building

ICFP will be able to train English specialist teachers for Year 7, 8 and 9 in Timorese schools. Schools will be able to employ good teachers of English. Students in schools will reap the rewards of having an adequate level of English pre year 10.

The volunteer will report directly to the Deputy Director Quality Assurance and will be accountable to the Director. On a day-to-day basis, the volunteer will work closely with the Deputy Director Quality Assurance.

The volunteer and ICFP will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice, and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection criteria/position requirements

Person specifications (professional)

Essential

- Qualification to teach English as a second language and to teach others to continue when volunteer returns to home country.
- Qualified teacher
- ESOL teaching experience, with non-English speakers
- Teaching experience
- Professional training in the use of English language as a medium of effective communication
- Current registration and practicing certificate

Desirable

- As above
- To be approachable and maintain patience with staff members and students
- To be able to take initiative and to work in an environment with a lot of personal freedom
- To be adaptable
- Empathetic to teachers and admin staff

Personal specification (personal)

Essential

- Patient
- Professional and approachable
- Balance of giving clear directions and flexibility when necessary to appropriately encourage co-workers and students.
- Awareness and sensitivity to cross-cultural settings.
- Able to work in remote areas and travel on challenging roads.
- Driving skills

Desirable

- Able and content to live in Baucau, the second biggest centre of population concentration in Timor Leste rather than needing to return to Dili every weekend. This attitude enables weekends to be break time and more relaxing as the journey back and forth to Dili is time consuming and tiresome.
- Knowledge of Indonesian Language would be helpful as the Timorese staff do understand this and the volunteer would be able to get by in day to day living without the need to learning Tetum.

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks

- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about Timor-Leste see the VSA website page [here](#).

Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.

2. For two-year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of USD\$960.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.