



Wordworks is recruiting for exciting new posts for our
Home-School Partnership 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 Home-School Partnership Programme (HSPP) is used by facilitators to create a learning space for parents of children aged 5 – 7, in which they share knowledge and ideas about supporting children's language and early literacy development. The programme builds co-operation between families and schools, and encourages parents, and other primary caregivers, in their role as their children's first teachers.

We are seeking to appoint several **part-time Mentors** to assist at training workshops, to support facilitators of the HSPP at schools and in communities in Cape Town and across the Western Cape, and to ensure the smooth and efficient delivery of the programme to parents.

In addition we are looking for a **full-time Senior Mentor** who, in addition to these responsibilities, would assist with administration, planning, communication and event management, and who would work towards playing a management role within the programme.

Starting Date:

11 January 2017 with induction activities in the 4th quarter of 2016, by arrangement.

Specific Duties (Part time Mentors):

- Take responsibility for communication with, mentorship and support to facilitators at 8 to 12 sites to ensure a high quality of programme delivery. Support partner schools and organisations with reports and portfolios. We anticipate this will amount to between 4 and 12 hours per site, usually during the first half of the year.
- Assist at the following events on the HSPP calendar
 - Principals / Managers of new sites: Information Meeting (1 afternoon, September)
 - New Facilitators: Orientation Workshops (3 to 5 afternoons, October)
 - Experienced Facilitators: Refresher (1 Saturday morning, October)
 - All Facilitators: Planning Meeting (3 to 5 afternoons, January).
 - New Facilitators: Training course (3 to 9 full Saturdays, February / March)
- Provide Wordworks with regular feedback about programme delivery in order to ensure that appropriate support can be given when necessary.

- Attend quarterly Mentor Meetings at the Wordworks office in St James (11.00am – 15.00pm)
- Submit monthly reflective reports

Specific Duties (Senior Mentor):

- In addition to the above, to support Wordworks Management with tasks such as:
 - Preparation and planning for training workshops and events
 - Communication with Mentors, setting up meetings and taking minutes of Mentor meetings
 - Communication with partner schools and organisations
 - Further development of training materials and programme resources
 - Programme budgets and reports to donors

Person specification for both part time Mentors and Senior Mentor:

- Keen interest in promoting early literacy and language development.
- Teaching qualification and experience in the Foundation Phase. Particular focus on early language and literacy would be a recommendation.
- Previous participation in the HSPP facilitator's training or experience of running a course for parents would be a recommendation.
- The ability to work sensitively and respectfully with adults. Experience with adult education or parent work would be a recommendation.
- The ability to work in diverse contexts. Experience in schools, community development or education NGOs in under-resourced communities would be a recommendation.
- Good written and spoken English and good spoken Afrikaans or isiXhosa
- Good organisational, interpersonal and listening skills.
- Flexibility about working on Saturdays and after school hours.
- 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 and willingness to use own transport for work purposes.

In addition to the above, applicants for the position of **Senior Mentor** should have experience with high level administration 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.