



Wordworks is recruiting for exciting new posts for our
Home-School Partnerships 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 in 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 Partnerships Programme (HSPP) is used by facilitators to create a learning space for parents of children aged 4 – 8, 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 caregivers, in their role as their children's first teachers.

We are seeking to appoint **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. This work ranges in intensity across the year with an average of 30 hours of work per month.

In order to balance our current team capacity, we are specifically looking for Mentors with strong written and spoken Afrikaans and the willingness to travel outside of Cape Town to rural communities in the Western Cape.

Starting Date:

15 January 2018 with some induction activities in the last months of 2017, by arrangement.

Specific Duties (Part time Mentors):

- Take responsibility for communication with and support to facilitators at 8 to 12 sites to ensure a high quality of programme delivery.
 - Ensure sites have the required materials
 - Attend and assist with some parent workshops where necessary
 - Support sites with reports and portfolio requirements.
 - Represent Wordworks at parent graduations.

We anticipate this work will amount to between 4 and 12 hours per site, mostly during the first half of the year.

- Assist at the following events on the HSPP calendar
 - All Facilitators: Planning Meetings (2 afternoons, **January**).
 - New Facilitators: Training course (4 to 8 full Saturdays, **February / March**)
 - All Facilitators: Reflection and Refresher Workshops (3 to 5 afternoons, **May/ June**)

- Principals/Managers of new sites: Information Meeting (1 afternoon, **September/October**)
- New Facilitators: Graduation (One afternoon, **October/November**)
- Attend meetings at the Wordworks office in St James (Mondays 9.00am – 3.00pm, at least twice a month).
- Maintain careful records and submit termly reflective reports.

Person specification for HSPP Mentors

- Keen interest in promoting early literacy and language development.
- Teaching qualification and experience in the Foundation Phase. Experience in supporting 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 Afrikaans. Spoken isiXhosa would be a recommendation.
- 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 and a valid driver's licence.

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 the HSPP here http://www.wordworks.org.za/wp-content/uploads/2017/02/hspp_info-sheet.pdf and Wordworks at www.wordworks.org.za.