

The Global Gathering Place

The Global Gathering Place is looking for a Language & Disability Support. This role will enhance the learning experience of adult students in GGP's language programs by providing support, either individually or in small groups, to help them achieve their language goals. The focus is to assist students identified as having high needs due to disability such as physical impairments and learning and cognitive challenges.

The position will primarily be responsible for the following:

- Supports students identified by language instructors as having high needs due to disability. This could involve correcting student work in a manner that promotes language competence and providing regular feedback to teachers on assigned students' progress;
- Supports students and instructors by facilitating sessions, whether onsite or online, for groups of learners based on instructors' lesson plans;
- Provides support to instructors and assists in classroom set-up and management (i.e. preparing supplies, resources and teaching aids, and available technology) in the classroom;
- When needed, makes presentations and facilitates classroom activities, such as during class assessments or progress meetings;
- Helps develop language resources and real-life learning kits to support and supplement instructional activities;
- Reviews student binders to ensure these are organized, current, and complete;
- Conducts student orientations and surveys;
- When needed, conducts client intake and registration and works at reception, managing inquiries (in person, telephone, email) and referrals;
- Keeps current with relevant program information to respond accurately to client, staff, and community inquiries;
- Participates in staff meetings; contributes to committees, events, and initiatives deemed appropriate by the management; and
- Performs other duties assigned by the Language Services Manager.

This position primarily operates within regular weekday hours in a culturally diverse office setting. Given that clientele is also diverse, this role often requires the ability to communicate and relay information effectively.

To succeed in this role, the candidate will have the following education, knowledge, and competencies:

- Bachelor of Education, Arts, or Social Science (English or humanities degree, or a similar University Degree);
- Knowledge or previous experience working with individuals who have learning and/or physical challenges;
- Experience teaching English as a second language to adults who are new Canadians adapting to Canada;
- Certification in Teaching English as a Second Language (CERTESL) recognized by TESL Canada would be considered an asset;
- Demonstrated knowledge of Canadian Language Benchmarks;
- Knowledge and experience in working with newcomers from diverse backgrounds;
- Commitment to promoting environments where diversity in background, thought and practice is welcomed and valued;
- Excellent MS Office and computer skills; and
- A criminal record check with a vulnerable sector check in good standing is required.