



Programme Manager: Language & Literacy

Work with Axiom Education on the Wild Coast of South Africa and be part of the Rural Education Revolution!!! Situated in the vibrant community of Zithulele Village on a breath-taking stretch of coastline, Axiom works with historically disadvantaged schools to create opportunities for student success. Join our dynamic team of teachers, volunteers and local staff as we do more for rural students in 2015.

Axiom Education is seeking a programme manager to oversee our Literacy and Masakhane programmes. This position represents an exciting opportunity to pioneer new methods for improving language learning in a rural context. The ideal candidate should:

- Be a person of exceptional organizational and managerial abilities;
- Be able to work with a diverse range of people – isiXhosa speaking parents, students in Grades 1-9, teachers, community members and colleagues;
- Have knowledge of the processes involved in language learning (both home language isiXhosa and English FAL);
- Be experienced in teaching a language (English or isi-Xhosa) in a South African classroom;
- Have strong computer skills (email, Word, Excel);
- Have a driver's licence;
- Possess a bachelor's degree and appropriate education qualification (PGCE, Bed, etc).
- Be proactive, flexible and energetic;
- Be excited about living rurally.

More details about the position are available in Annexure A, overleaf. Persons interested in applying should submit a CV and two paragraph motivation to michelle@axiumeducation.org before **December 8th, 2014**.

Growing talent and opportunity in rural Africa.



ANNEXURE A: JOB DESCRIPTION

As **Programme Manager** for Axium's Language and Literacy programme your duties and responsibilities would be as follows:

1. Together with other staff, refine and manage an early literacy programme (Grades 1 – 6) for schools in this region.
2. Together with the Community Reader Team Leader, train 8-10 'Community Readers' and manage their deployment at schools and in the community.
3. Liaise with and support schools in developing their own literacy programmes.
4. Manage the Monitoring and Evaluation of the Literacy Programme. As a start, in conjunction with other Axium staff, this will involve developing an isi-Xhosa version of the Early Grade Reading Assessment.
5. Together with volunteer and community staff, manage the Grade 6 – 9 students at Masakhane maths and English programmes every weekday afternoon.
6. Teach English and support the Ekukhuleni program occasionally (roughly once a month) on a Saturday and during school holiday bootcamps.
7. Track attendance and student performance throughout the year as a means for evaluation and student guidance.
8. Work with other local NGOs, the local library and other partners in areas of overlap for early literacy.
9. Source funding and resources to strengthen Axium's literacy programmes.
10. Support language teachers at schools in the area.
11. Oversee the production of isi-Xhosa and English learning 'toolkits' in conjunction with Axium's English teacher and Community Reader team leader.
12. Perform all administration tasks arising from your involvement in these programmes, including, but not limited to, keeping registers, records of meetings, and schedules of work covered.
13. Support the team in any way should new needs or unusual circumstances arise.
14. Keep track of hours, mileage and any other expenses in an orderly fashion.

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