

**MANDARIN LANGUAGE ASSISTANT 2018**

**EXPRESSION OF INTEREST**

**Name of School**

**School address**

**Contact details**

**Is the application for an MLA being submitted on behalf of your school alone or in partnership with other schools? If in partnership please list all schools involved and the breakdown of the MLA’s time between each school.**

**If your school has an existing Chinese programme please summarise the nature of that programme. If the school is introducing Chinese please summarise the plans for Chinese teaching.**

**What role would an MLA play and what level classes would the MLA be working at?**

**How many hours per week would an MLA be working?**

**What extra-curricular projects would be supported by an MLA?**

**What accommodation arrangements would the school provide or organise?**

**If the position involves transport between schools or different venues please advise how this will be managed?**

**Any other details relevant to this application or to the school’s plans for Chinese language teaching.**

**What other support might your school seek from the Confucius Institute?**

**Application for Mandarin Language Assistant**

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| School/Institution Information | Full Name of School: | |
| City: | |
| Address： | |
| Phone: | |
| Type of Institution | □ Primary/ Intermediate School (Yr 1-8) □ Secondary School (Yr 9-13)  □ Tertiary  □ Others（Please specify） | |
| * Public □ Private | |
| □ Urban □ Suburban □ Rural | |
| Point of contact of the applicant | Name of Contact Person: | Position: |
| Work Phone:  Mobile: | |
| Email: | |
| Level of Chinese language courses offered | □ Elementary □ Intermediate □ Advanced | |
| Number of MLAs required |  | |

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| --- | --- |
| MLA’s Job description  *(The Mandarin Language Assistant becomes a member of the staff of the school and school community. As such, the MLA is expected to work 5 days/week and have weekly Chinese teaching class contact hours of up to the equivalent of 20 class periods, at 45 minutes per class period. In addition, the MLA may support school activities, e.g. cultural, sporting and other extracurricular or administrative activities, as decided by the Principal, Lead Teacher or Language Teacher. )* | □ Chinese language teaching □ Culture Promotion  □ Administration □ Others（Please specify） |
| Weekly workload of **each** Mandarin Language Assistant:  Teaching hours （hour）  other work hours \_\_\_\_\_\_ （hour）  Number of classes  number of students |
| Others *(Any other special skill requirements for the MLA)* |

**Key Commitments for schools hosting an MLA**

Schools that host an MLA must undertake the following Key Commitments to The Confucius Institute.

**Support MLAs in their Teaching and Stay in New Zealand**

* Schools are required to treat MLAs with courtesy and care, according them a warm Kiwi welcome. Failure to treat MLAs with respect will result in the removal of MLAs from schools.
* Schools are required to accept the responsibility to arrange suitable accommodation (see below) and provide wider pastoral care while the MLA is based at the school.
* Principals to assign Lead Teachers to assist MLAs in their day-to-day life and work at schools, in understanding the culture of the school, and in being aware of professional boundaries as described in the New Zealand Teachers Council’s Code of Conduct and Code of Ethics.
* Organise introductions and welcomes for MLAs to school staff and students.
* Give ongoing support, necessary information and appropriate access to school resources.
* Offer opportunities for MLAs to gain knowledge of teaching in New Zealand schools and a positive experience of being a member of staff.
* Provide progress reports to The Confucius Institute on MLAs at mid-year and end of year.
* Where necessary to cover long distances, organise transport arrangements on days when MLAs are in school.
* *Please note that MLAs are not responsible for disciplining students in the class or school.*
* *Please note: While working in New Zealand schools, MLAs are supported financially by Hanban with one return air-ticket and a reasonable monthly stipend which allows them to travel around the country during school holidays, engage in social and sports and recreation activities and generally enjoy the Kiwi way of life.*

**Provide Medical Insurance**

* This cost is not covered by Hanban, but there is a New Zealand requirement for medical insurance.
* Schools are required to organise and cover the cost of medical insurance, including accident cover, for MLAs covering the period from when they arrive to December.
* Please note that this is a compulsory requirement - schools that do not provide insurance cover will not be allocated an MLA by The Confucius Institute.
* Schools are free to select any appropriate insurance providers. The Administrator is also able to advise on insurance providers if schools need this information (contact: [patricia.roche@vuw.ac.nz](mailto:patricia.roche@vuw.ac.nz))

**Organise Appropriate Homestay Accommodation**

* Schools are required to organise suitable accommodation with approved homestay families for MLAs. Homestays provide the MLAs with an opportunity to meet and mingle with a range of New Zealanders and the benefit of a broad introduction to New Zealand life and culture.
* Unless there are exceptional circumstances regarding accommodation, The Confucius Institute does not allow other types of accommodation.
* Homestays must provide 3 meals (breakfast, packed lunch and dinner) and a bedroom with a bed, desk, chair and adequate lighting and heating.
* Homestays costs are payable by The Confucius Institute. MLAs are required by The Confucius Institute to contribute NZ$50 per week to their schools towards their accommodation costs.
* The Confucius Institute covers the rest of the accommodation costs over and above the MLA’s weekly NZ$50 contribution.
* Schools will invoice The Confucius Institute every term from when MLAs move in with their homestay hosts. The invoice should be sent to the Administrator for payment.
* Schools are asked to discuss detailed terms and condition, and arrangements, with homestay hosts on the MLA’s behalf, e.g. whether payment is necessary during school holidays if the MLA is away. The Confucius Institute is not involved in the detail of these arrangements.
* In choosing an appropriate homestay family, schools are asked to consider:
  + homestays that are genuinely interested in hosting an MLA from China, will regard the MLA’s presence positively, communicate with the MLA and treat the MLA as a member of the family;
  + are prepared to be involved in the MLA’s daily life, helping the MLA cope with living and working in New Zealand;
  + are kind to and trusting of the MLA;
  + have more than one adult - MLAs have found it difficult to deal with relationship tensions within single-host homestays;
  + are located within manageable physical distances to schools.
  + ensure police clearance for the homestay family.

**Police Clearance**

* The Confucius Institute will be requesting each MLA to provide a Chinese police clearance to The Confucius Institute before they arrive in New Zealand. A copy will be sent to schools on request.

**Terms and Conditions:**

We confirm that the above information provided by our School is correct.

We have read and understood the Key Commitments for our School in hosting a Mandarin Language Assistant.

We undertake to abide by the Terms and Conditions for hosting a Mandarin Language Assistant:

**Yes, our School will arrange appropriate Homestay accommodation for the Mandarin Language Assistant.**

**Yes, our School will arrange medical insurance for the Mandarin Language Assistant.**

**Medical Insurance will be arranged through: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Service provider)**

**Applicant Institution Signature:**

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**Position: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**