



SAFSS  
Settlement Assistance &  
Family Support Services

1200 Markham Road, Suite 214, Toronto, Ontario M1H 3C3  
Tel: 416-431-4847 Fax: 416-431-7283 Website: [www.safss.org](http://www.safss.org) Email: [reception@safss.org](mailto:reception@safss.org)

## Language Instructor

### Employer:

[Settlement Assistance and Family Support Services \(SAFSS\)](#)

### Job city:

Scarborough

### Job region:

Greater Toronto Area

**Location:** To be assigned based on organizational needs.

The position may be located at one of the following SAFSS Language centres:

1. 5639 Finch Ave. E., Units 101 & 102  
Toronto, ON M1B 5K9
2. 4352 Kingston Rd. 2nd Floor  
Scarborough, ON M1E 2M8
3. 1154 Morningside Ave. E., Suite 206  
Toronto, ON M1B 3A4

**Application Deadline:** Applications will be accepted on an ongoing basis to meet organizational needs and provide coverage for permanent staff absences.

**Vacancy:** New supply/temporary positions

**Job terms:** Supply/Temporary contract

**Hourly Wage:** \$26.92 - \$42.16

### Background:

Settlement Assistance and Family Support Services is a trusted not-for-profit social services agency that has been serving and advocating for newcomers, refugees and victims of all types of violence since 1989. The need to address Violence against Women was the seed of the organization's establishment. However, while the organization was initially founded to support women and children who were victims of

domestic violence, it has since evolved and expanded its services to support other identified needs. Our trained staff provide a range of services to a diverse, multi-cultural and multi-lingual community in a responsible and professional manner in a safe non-judgmental and confidential environment that fosters trust, respect and collaboration.

### Responsibilities:

- Teach an English language class following the LINC Curriculum Guidelines and Canadian Language Benchmarks
- Design PBLA based module, lesson plans and assessment tasks for on-going evaluation of learners' progress based on the CLB & PBLA Guidelines.
- Combine classroom teaching with computer lab instruction using educational software
- Design and deliver short and long-term lesson plans consistent with accepted teaching methods with the needs and level of the class (online/in person).
- Incorporate a variety of learning materials into lesson plans to meet different learning styles
- In consultation with LINC Manager, plan events and activities that complement the curriculum
- Orient students to portfolios as a learning and assessment tool
- Work with individual students to determine their learning goals and provide regular feedback on their progress
- Prepare and administer tests to evaluate student progress
- Ensure an anti-bias classroom atmosphere where participants are welcomed and are actively participating
- Participate in professional development sessions and incorporate the material to enhance teaching
- Ensure students understand relevant SAFSS and program policies; ensure policies are implemented and followed
- Collaborate with other SAFSS staff to ensure LINC students have access to all SAFSS programs, as needed
- Maintain an accurate record of student attendance, achievement, and outcomes
- Ensure the confidentiality of student and agency files and documentation (electronic and hard copy) in accordance with all required policies
- Ensure responsible use and care of SAFSS equipment and resources
- Complete monthly reports including narrative and statistical information as required

### Qualifications:

- English teaching certificate from a recognized institution



**SAFSS**

Settlement Assistance &  
Family Support Services

1200 Markham Road, Suite 214, Toronto, Ontario M1H 3C3

Tel: 416-431-4847 Fax: 416-431-7283 Website: [www.safss.org](http://www.safss.org) Email: [reception@safss.org](mailto:reception@safss.org)

- Previous successful experience (minimum 2 years) teaching ESL or LINC at various levels
- Knowledge and experience of PBLA
- Excellent lesson planning skills
- Demonstrated experience working with adults of diverse cultural backgrounds
- Computer skills with knowledge of ESL educational software, MS Word and Internet
- Experience working virtually on platforms e.g. Google meet and Zoom
- Good knowledge of Canadian Language Benchmarks and ability to benchmark students' progress
- Ability to work independently with solid time management and organizational skills  
Punctual, reliable, disciplined
- All offers of employment are contingent upon receipt of a clear criminal reference check

**Reports to:** Language Program Manager

This is a unionized supply/temporary position with a variable schedule of up to 25 hours per week. Hours will be assigned on a weekly basis, Monday through Friday, based on program needs.

### How to apply:

Submit your resume & cover letter by email to [recruitment@safss.org](mailto:recruitment@safss.org)

Settlement Assistance & Family Support Services is an equal opportunity employer and committed to an inclusive, equitable and accessible workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact the HR department at SAFSS.

Only applicants who will be interviewed are contacted.