**Application for Mandarin Language Assistant**

**Applications for 2025 are due by Wednesday 25 June**

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| School/Institution Information | Full Name of School/s: | |
| Email: | |
| Phone: | |
| Name of Principal: | |
|  | MLA Programme since**:** | |
| Details of Cluster (if applicable): | |
| Currently a lead school or willing to be lead school?: | |
| Type of Institution | □ Primary (Yr 1-6) **□** Primary/Intermediate (Yr 1-8) □ Secondary School (Yr 9-13)  □ Tertiary □ Others（Please specify） | |
| □ State □ State Integrated □ Private | |
| □ Urban □ Suburban □ Rural | |
| How does the MLA Programme relate to the strategic goals of the school? |  | |
| Outline your three year plan for running a sustainable Chinese teaching programme, including upskilling of teachers. How is the MLA integrated into your plan. |  | |
| Level of Chinese language courses offered | □ Elementary □ Intermediate □ Advanced □ Tertiary | |
| Learning pathway: after they leave your school can your students choose to continue Chinese at schools in your area? | □ Other primary schools □ Local Intermediate □ Local Secondary School  □ No schools in our area offer Chinese at a higher level | |
| MLA’s Requirements  *The Mandarin Language Assistant becomes a member of the staff of the school(s) and school community, particularly the Lead school. Each MLA is expected to work 5 days/week and have total weekly Chinese teaching class contact hours of up to the equivalent of around 25 class periods (approximately 20 hours per week). 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. The MLA should also receive mentorship and professional development opportunities.* | | □ Chinese language teaching □ Culture Promotion  □ Administration □ Others（Please specify below）  Others *(Any specific cultural/skill requirements for the MLA)* |
| Weekly workload of each Mandarin Language Assistant:  Teaching hours: (hour）  Other work hours: (hour）  Number of classes:  Number of students: |
| Point of contact of the applicant  (Lead/ Mentor Teacher) | Name of Contact Person:  Position: | |
| Work Phone: Mobile:  Email: | |

**Key Commitments for schools hosting an MLA**

Schools that host an MLA must agree to the following key commitments:

**Administration fee**

* Schools will pay an annual Administration fee of $600 per MLA.
* Where the MLA is shared by more than one school, the fee is the responsibility of the Lead school to collect and pay.
* The Administration fee covers medical insurance and is organised by the Confucius Institute at Victoria University of Wellington. Details of their insurance policies are explained fully to the MLA on arrival in New Zealand.
* The CI Administrator can provide insurance details to schools if required (contact: Confucius-institute@vuw.ac.nz)

**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.
* Lead 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 and professional development.
* 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 that MLAs are supported financially by CLEC 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.

**Organise Appropriate Homestay Accommodation**

* Lead Schools are required to organise suitable accommodation with approved homestay families for MLAs. Homestays allow MLAs to mix with a range of New Zealanders and benefit from a broad introduction to New Zealand life and culture.
* If there are exceptional circumstances, the Confucius Institute may allow other types of accommodation.
* Homestays must provide 3 meals (breakfast, lunch and dinner), internet connection, a bedroom with a bed, desk, chair and adequate lighting and heating.
* Homestays costs are covered by the Confucius Institute as follows:
  + We require MLAs to contribute NZ$50 per week to their schools/homestay towards their accommodation costs.
  + The Confucius Institute will reimburse the rest of the accommodation costs to an agreed reasonable limit.
  + Schools should invoice the Confucius Institute every term from when MLAs move in with their homestay hosts.
* Schools are asked to discuss detailed terms and condition, and arrangements, with homestay hosts on the MLA’s behalf to avoid any misunderstandings (we can provide Homestay Guidelines).
* In choosing an appropriate homestay host, schools are asked to consider homestay hosts who
  + 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 NZ;
  + are kind to and trusting of the MLA;
  + have more than one adult – MLAs can find it difficult within single-host homestays;
  + are located within manageable physical distances to schools.
  + can offer a safe living environment for the MLA.

**Police Clearance**

* All Confucius Institute Wellington MLAs obtain a Chinese police clearance as part of the MLA application process. This can be sent to schools on request.

**Terms and Conditions:**

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

□ We have provided a framework of the programme we intend to follow in 2023.

□ 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 take direct responsibility for arranging appropriate Homestay accommodation.

□ Yes, our school/s will pay an Administration Fee of $600 per MLA for medical insurance and other administrative costs.

**Applicant Institution Signature: (your application must have the approval of the Principal)**

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