**Role Description:** ESOLTeacher (minimum qualification CELTA or equivalent)

**Responsible to:** Project Manager (Nicola Brooks)

**Responsible for:** Action Language students

**Organisational Context:** Action Foundation is a charity established in 2009 which tackles exclusion by providing opportunity. As Action Language, this is expressed through providing English language classes to those who can’t reasonably access them elsewhere.

**Role Purpose:** To take part in the planning, preparation and delivery of English teaching to Action Language students. To facilitate the work of the Project Manager (Nicola Brooks) and interact with students as appropriate.

**Time Commitment:** Up to 4 hours a week

**Tasks & Responsibilities:**

The following points are a guide, rather than a definitive list, to help with role definition. ESOL Teachers are expected to:

* Plan and prepare lessons at an appropriate level for their allocated student group;
* Deliver English teaching to groups of approx. 15-20 students (though numbers may vary);
* Attend sessions at the times agreed in advance with the coordinator;
* Attend appropriate training sessions or meetings (with the Project Manager or Coordinator);
* Treat all information about students as confidential;
* Respect the privacy of the students;
* Maintain appropriate professional relationships and boundaries with staff, volunteers, and students;
* Treat all students equally and be sensitive to cultural and religious differences;
* Report any concerns/difficulties regarding students directly to the Coordinator or Project Manager as early as possible;
* Abide by the ethos of Action Language.

**It is important to understand there are certain roles that a teacher must not undertake - these include:**

* Counselling and advice;
* Any role that is usually done by a skilled professional, e.g. taking responsibility for someone’s financial and/or legal affairs;
* Physical help of any kind if you have not been trained;
* The role of a healthcare professional;
* Pro-actively sharing your personal beliefs.

**Personal Specification**

Knowledge/Understanding

* A genuine desire to support asylum seekers and other migrants
* An understanding of the need to maintain safe professional boundaries when volunteering
* An understanding of the need to maintain confidentiality
* Some basic awareness of the issues facing asylum seekers and other migrants (desirable)
* Experience with vulnerable people in a similar capacity, either paid or unpaid (desirable)

Skills/Abilities

* Knowledge and experience of teaching English to groups of non-native speakers
* A commitment to empowering and enabling others
* Warmth, understanding, sensitivity and a willingness to listen
* Strong interpersonal/communication skills
* A flexible approach to students whose needs may vary or change over time
* The ability to be supportive and non-judgemental regardless of students’ age, race, sexuality, religion or disability
* To be willing to learn from own and others’ experiences
* To maintain strong lines of communication with the Project Manager and Coordinator

*Thank you for your interest in volunteering with us.*

*If you have any questions, please do not hesitate to get in touch.*