

Role Description: ESOL Teacher (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 free English classes to refugees, asylum seekers and other migrants unable to access mainstream classes. Due to the Covid-19 pandemic we have adapted our provision to support learners remotely with online classes and resources, as well as paper materials and phone calls. The 2020-2021 academic year will include a blend of this remote provision and face-to-face sessions at our schools in Newcastle and Sunderland, as well as in community venues.

Role Purpose: Volunteer teachers help us develop our work by committing to prepare and deliver regular lessons (face-to-face or online) and by preparing self-study materials for learners. Teachers will work with learners at a specific ESOL level, and with volunteer assistants, so inclusivity and teamwork is vital. Also facilitate the work of the Project Manager (Nicola Brooks) and interact with students as appropriate.

Time Commitment in Newcastle: 2 hours per week (minimum of one class) Monday to Friday between 9.30am and 4.30pm.

Time Commitment in Sunderland: 2 hours per week (minimum of one class) Tuesday to Friday between 10.00am and 2.30pm.

Time Commitment on Zoom: about 1.5 hours per week (minimum of one class) Monday to Friday between 9.00am and 4.30pm.

Time Commitment preparing self-study materials: this is flexible – please discuss with the Manager or Coordinator.

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 in classrooms, and approx. 8-10 students in online classes (though numbers may vary);
- Prepare self-study materials for students which can be posted out and/or uploaded to our website;
- Attend sessions at the times agreed in advance with the coordinator;
- Attend appropriate training sessions or meetings (with the Project Manager or Coordinator), including online;
- 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.*