

## Role Information

- **Days and hours:** 2 hours per week - Tuesdays from 6pm to 8pm
- **Term:** Minimum commitment of 3 months
- **Reporting to:** Employment Support Worker
- Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

## About the role

We are looking for a committed, dynamic and experienced teacher with a proven track record of motivating students and supporting their progression. Essential to this role is the ability to engage students and create an inclusive environment, imparting high quality lessons in an informal, friendly and lively way. Classes will be of mixed ability and age group (18+); creativity and patience are vital for this role. This will be an 'English for Construction' course, for people taking the training to gain the qualification to work in the construction sector. For this position a teaching certification such as TEFL or CELTA is essential.

## Main tasks and responsibilities

- Supporting the ESOL teacher in delivering the course;
- Prepping materials and sourcing homework;
- Liaising with the teacher on best practice and activities;
- Supporting students individually if they need extra assistance;
- Learning about the construction industry in the UK, and becoming familiar with the content of the Health Safety & Environment test.
- Prepare for classes in advance, including production of worksheets, taking into consideration students' suggestions and feedback;
- Keep the class on track according to the syllabus/learning outcomes;
- Ensure learners' participation during classes;
- Monitor attendance and students' progress;
- Create a safe and inclusive learning environment for learners;
- Identify gaps and adapt activities to learners' needs;
- Maintain strong lines of communication with the Employment Support Worker.

## Person specification

- CELTA (or similar) teaching certification;
- Experience of 1 year teaching ESOL to adults;
- Familiarity with the construction sector in the UK (desirable)
- Knowledge of teaching mixed ability/age groups and knowledge of current best practice in teaching and learning;
- Excellent management and organisational skills;
- Strong communication skills;
- Confident working in a multicultural and multilingual environment;
- Genuine desire to support the migrant community;
- Ability to work effectively with people from diverse backgrounds;
- A flexible approach to working with individuals whose needs may change;
- Ability to take initiative and work with minimal supervision;
- Punctuality and professional manner.

## Additional Requirements

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

## Benefits from Volunteering at IRMO

- Gives the opportunity of helping others and to give back;
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Helps to gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after 3-month period) for further impact on the employment status;
- Participate in training sessions with high quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

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**THANK YOU FOR YOUR SUPPORT**