

Role Information

- **Days and hours:** 4/6 hours a week
- **Term:** Minimum commitment of 3 months
- **Reporting to:** Education, Training & Employment Manager.
- 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

This role sits within our English for Work project, which provides English classes to our users (twice a week). You will be responsible for planning and delivering ESOL classes over a 12 week term (with a one week break during Half Term). A scheme of work or basic course outline will be provided; beyond this, teachers can plan the lessons according to their own style and preferences.

Main tasks and responsibilities

- Prepare for classes in advance (using/adapting IRMO's Scheme of Work), including production of worksheets;
- Teach 2 hrs class every week during 12 weeks;
- Keep the class on track according to the syllabus/learning outcomes;
- Ensure learners' participation during classes and monitor attendance;
- Create a safe and inclusive learning environment, identify gaps and adapt activities to learners' needs;
- Undertake administration required: attendance, accurate logbooks, updating resources, store relevant files and information; Record students progress and keep relevant notes; Record indicated outcomes for each students at the end of term;
- Maintain strong lines of communication with the Project Manager.

Person specification

- We are looking for enthusiastic individuals with a passion for teaching;
- We ask for either a formal teaching qualification (CELTA, CertESOL or similar) or prior experience in teaching English to speakers of other languages. Most importantly, we look for teachers that can demonstrate an ability to engage with a diverse student body;

- You must be confident and enthusiastic about working in a multicultural and multilingual environment and be committed to the principles of equal opportunity;
- Excellent management and organisational skills;
- The ability to develop and maintain relationships, with good interpersonal skills;
- Flexibility to work with and support colleagues across the organisation; A genuine desire to support vulnerable migrants is essential;
- You must be supportive and non-judgemental regardless of students' age, race, sexuality, religion or disability;
- A flexible approach to working with beneficiaries whose needs may vary or change over time.

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.

Click [here](#) to find out more about us



THANK YOU FOR YOUR SUPPORT