

Job Pack: Children ESOL Teacher - Permanent



About IRMO

For over 40 years, IRMO has been led by and for the Latin American community, building deep ties and trust across the UK as we fight for a future where everyone can access their rights, live free from poverty and discrimination, and pursue their aspirations without barriers.


Everything we do, from front-line services to advocacy, aims to enable the development, agency and participation of all Latin Americans and Spanish and Portuguese-speaking migrants, including asylum seekers and refugees, as they settle and build their lives in the UK.

To address the daily discrimination and intersectional challenges that our communities face, we provide wrap-around support tailored to the unique needs of individuals and families, including high-quality advice and casework and development opportunities for all ages.

All of our services are culturally sensitive, delivered in Spanish and Portuguese, and are directly informed by the lived experiences of those we serve. We also advocate for long-term social and systemic change through advocacy, independent research and effective partnerships. Learn more at www.irmo.org.uk




What we do



Advice

Our experienced advisers provide confidential advice and casework on immigration, welfare benefits and housing to prevent crises and support our community to access rights and entitlements. We also provide support to access healthcare services.




Education, Training & Employment

Our programme includes English classes, vocational courses and workshops on key employability skills to support progress in the labour market and broader participation in the community.



Children & Young People

Our youth programme includes English classes, mentoring, workshops and trips to support kids of all ages. We also offer advice and advocacy on access to education and key family services.



Advocacy, Research & Campaigns

We address structural inequalities through campaigning, community organising, inter-sectoral collaboration and advocacy work at local and national levels. We also promote more effective responses through research on key issues.

Unit 9, Warwick House, Overton Road • SW9 7JP • London



Job Description

Children ESOL Teacher - Permanent	
Working Hours	Part-time, 15 hours per week: Mon & Tues 4-7pm (essential)
Contract	Permanent
Reporting to	CYP Programme Manager
Pay Band	£30,045 per year (pro rata)*
Location	IRMO - Unit 9, Warwick House, Overton Road, London, SW9 7JP

*Annual increments from a starting salary of £30,045

About the role

This is an exciting opportunity to join the Children & Young People area at IRMO as an ESOL Teacher working with Spanish and Portuguese-speaking children and young people who have recently arrived in the country, speak little English and whose families are often still navigating the school admissions processes to enable them to access compulsory education in the UK.

The Children ESOL Teacher will lead on the planning and delivery of weekly creative ESOL classes for three age groups: 5-8, 8-12 and 13-19 year olds. They will work closely with volunteers, monitoring children's progress and completing pre/post-course evaluations. They will also actively contribute to the improvement of the IRMO ESOL scheme of work. They will frequently liaise with the wider Children & Young People team to share information and expertise on the children's needs as well as relevant services and opportunities. Additionally, the ESOL Teacher is expected to plan and lead on the delivery of termly family trips and cultural events (usually on a Saturday).

The overall aim of IRMO ESOL provision is to equip children with the English Language skills they need to: thrive and perform well at school and beyond; build their social, emotional and communication skills; reach their full potential; make new friends and reduce isolation. Ability to speak intermediate Spanish is essential for the role and knowledge of Portuguese or willingness to learn is a bonus.

The post-holder will have had ESOL experience working with children and young people (including online teaching) and will be familiar with the issues faced by migrant, asylum seeking and refugee children in the UK. Availability after school hours is essential.

This role follows a term-time schedule, and annual leave can only be taken during school holidays.

Key responsibilities

Project Delivery

- Plan and deliver weekly group ESOL sessions for children and young people.
- Lead on the planning of sessions, logistics and update the IRMO ESOL Work Scheme.
- Liaise and work with volunteer ESOL Assistants to support the planning and delivery of face-to-face and/or online sessions.
- Plan and deliver quarterly family trips/activities.

Monitoring & Evaluation

- Conduct termly children pre & post evaluations, collect parent's feedback and sign post/follow up with any concerns raised.
- Keep accurate and detailed teacher's observations, register and attendance, and support with writing quarterly case studies.
- Input data on IRMO's CRM system.

Safeguarding

- Ensure the wellbeing and safeguarding of children following IRMO's Safeguarding Policy, H&S Policy, Data Protection policies and the latest relevant guidelines.
- Carry out Health & Safety checks of the spaces children will be using, i.e. classrooms, children's toilet and playground and report any hazards or health & safety concerns.
- Attend regular safeguarding training, particularly courses specific to the area of work, as agreed in supervision and appraisal.

Other

- Signpost and refer service users, working in sync with the wider teams at IRMO.
- Undertake any other work, consistent with the purpose of the post, as directed by the Line Manager.

Person specification

E = Essential - D = Desirable

Qualifications, Experience & Knowledge

- A CELTA, TESOL, DELTA (with young learner experience), CELT-P, Teaching Assistant qualification, or equivalent - Or a willingness to obtain one within 6 months (E)
- Advanced English Language Proficiency (E)
- Minimum intermediate level of Spanish (E) and Portuguese (D)
- Safeguarding Level 1 (D) and Paediatric First Aid (D)
- Experience of working with migrant children in a similar capacity, either paid or unpaid (E)

Personal Attributes

- Professional and positive attitude
- Self-motivated and able to use own initiative to work independently
- Good team player & strong communicator, able to work collaboratively, communicate effectively and to learn from and alongside colleagues
- Strong interest in children's educational development through play
- Willingness to work some evenings and weekends
- Aligned and committed to IRMO's [mission, vision and values](#)
- Committed to apply a non-judgemental, non-discriminatory and non-hostile approach

Benefits of working at IRMO

- 33 days annual leave (including bank holidays), rising by one day each year after one year of service, capped at four additional days (pro rata)
- Three extra days of paid leave between Christmas and New Year (pro rata)
- 5% employer contribution to staff pension scheme
- Occupational sick pay
- 24/7 Employee Assistance Programme
- Cycle to Work Scheme
- Wide range of opportunities for skills development

How to apply

To apply, please complete the [application form](#), available here, and send it by email to recruitment@irmo.org.uk, including the title of the position for which you are applying in the subject line. Please do not send CVs as we do not shortlist from CVs.

If you wish to discuss your application, please contact Vanessa Fukuda, at vanessa.fukuda@irmo.org.uk.

We encourage applicants to apply as soon as possible as applications **will be reviewed on a rolling basis**.

Best of luck with your application 🍀