

## Volunteer Role Description

### Portuguese-speaking ESOL Teaching Assistant (for young students)

<b>Days and Hours</b>	Wednesdays, 16:00-18:30 (during term time only)
<b>Term</b>	Minimum commitment of 3 months.
<b>Supervised by</b>	ESOL Teacher
<b>Location</b>	IRMO - Unit 9, Warwick House, Overton Road, London, SW9 7JP

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.

At IRMO, we are committed to fostering a diverse and inclusive environment. We actively encourage applications from individuals with protected characteristics, including race, ethnicity, gender, sexual orientation, disability, and age. We particularly invite Latin Americans, those who identify as members of underrepresented and marginalised communities, and individuals with lived experience of the immigration and asylum system, to reflect the community we serve. We are dedicated to ensuring accessibility in our recruitment process and volunteer opportunities. If you have specific accessibility needs, please let us know, and we will make necessary accommodations.

### About IRMO

IRMO works to enable the development, agency, and participation of Latin Americans and other Spanish and Portuguese speakers, by responding to both immediate needs and structural inequalities. We do this by offering high-quality information and advice services, opportunities for development and training, and a platform to seek social and systemic change. Our work is organised across three main operational areas - Advice and Casework; Education, Training and Employment; Children and Young People - and a cross-cutting area - Advocacy, Research, Policy Mapping and Campaigning. More information at [www.irmo.org.uk](http://www.irmo.org.uk).

### About the Area

Our programme of support for recently arrived Latin American children and young people ensures that our young service users can have the best possible start in the UK. We offer English language classes, advice & advocacy to access mainstream education and statutory

services, learning workshops for young people and targeted mentoring for education and employment. Children and young people at IRMO can access the following activities:

- English for Speaker of Other Languages (ESOL): children and young people can learn English through targeted ESOL classes tailored to age, language abilities and learning needs.
- Advice & Advocacy: parents can access one to one advice, practical support and workshops on school admissions as well as access to healthcare, welfare and other basic needs.
- Individual and Group Mentoring: children and young people can find the support they need to overcome educational challenges and young people can plan their next steps into employment.
- Group Learning Workshops: young people can learn new skills, socialise, explore career paths and get exposure to industries of interest through a weekly provision of inspirational, theme based and creative workshops.

## About the Role

We are looking for an enthusiastic, creative and proactive individual with experience or interest teaching children to support our weekly ESOL classes for Spanish/Portuguese speaking children who have recently migrated to the UK. The post-holder will be responsible for assisting the delivery of creative and interactive ESOL classes for up to 10 children aged 13-19 years old.

Some children on the project are still waiting to start school in the UK and coming to IRMO is often the only time in the week they have fun and learn with children their age. For this reason, it is particularly important that our ESOL Teachers understand the challenges migrant children face and show empathy.

The overall aims of the ESOL classes are to equip children with the English Language skills they need to: thrive and integrate more easily into their new schools; reach their full potential; make new friends; feel part of the wider English-speaking community; and rebuild their lives in the UK.

## Main tasks and responsibilities

- Assisting with the delivery of creative and interactive ESOL classes in a safe and inclusive learning environment for children;
- Carry out evaluation on a regular basis to monitor children's progress;

- Be observant of safeguarding issues and report any concerns to Designated Safeguarding Lead;
- Identify gaps and adapt activities to children's needs;
- Carry out planned evaluation on a regular basis to monitor children's progress;
- Ensure children leave with their parents/carers unless they are authorized to leave alone or with someone other than their parents/carers;
- Attend volunteer supervisions to discuss the progress of children and your own;
- Understanding the need to maintain safe working boundaries when working with vulnerable individuals.

### We are looking for someone who is/has:

- Verbal and written communication skills in English and Portuguese;
- A flexible and enthusiastic person who is confident in working in a multicultural and multilingual environment;
- Good IT skills, including using Google suite packages, Word, Excel, PowerPoint, and databases;
- Good interpersonal and communication skills and attention to detail;
- A caring, sensitive and non-judgemental manner;
- Knowledge of how to deal with sensitive and confidential information;
- Ability to learn quickly;
- Verbal and written communications skills in Spanish are a plus.

### 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 a 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.

Contact [volunteer@irmo.org.uk](mailto:volunteer@irmo.org.uk) for more information.

*THANK YOU FOR YOUR SUPPORT*

