

## Volunteer Role Description

ESOL Teaching Assistant	
<b>Days and Hours</b>	Wednesdays from 9.30 AM to 2.30 PM
<b>Term</b>	Minimum commitment of 6 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.	

### 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 our Education, Training and Employment Programme

Our comprehensive Education, Training and Employment (ETE) programme runs various activities to improve our beneficiaries' social and cultural integration in the UK. These activities include 12-week English for Speakers of Other Languages (ESOL) courses for adults and online conversation classes.

We also deliver one-to-one employment support, mentoring, vocational training, and workshops on a range of topics to support the Latin American community in navigating the UK system. Additionally, our volunteer scheme provides volunteers with valuable work experience to enter London's competitive job market. As well as being integral to the

smooth running of our organisation, the scheme helps volunteers to develop their skills by working in a multicultural, collaborative and inspiring environment.

## About the role

We are looking for a motivated ESOL Teaching Assistant to support the smooth delivery of our ESOL classes at Pre-Entry and Entry 1 levels for Latin American migrants and refugees. You will assist the ESOL Teacher with classroom delivery following our pre-prepared syllabus and teaching materials, along with a variety of audio-visual aids to improve learners' speaking, listening, reading and writing skills in English.

As an ESOL Teaching Assistant, you will encourage learners to communicate using the structures and vocabulary they have learnt, with a strong emphasis on dialogue and role-playing, alongside more formal exercises and language games.

We are seeking a volunteer holding either a formal teaching qualification (e.g. CELTA, CertESOL or similar) or prior experience in teaching English to speakers of other languages.

## Main tasks and responsibilities

- Support with the planning, preparation and delivery of high-quality ESOL lessons in a community setting
  - Mark and provide appropriate feedback on oral and written work
  - Guide the class according to the syllabus and learning outcomes as instructed
  - Ensure learners participation during class and monitor attendance
  - Create a safe and inclusive learning environment, identify gaps and adapt activities to learners' needs
  - Provide one-to-one learner support in class as required, to ensure needs relating to learning difficulties and disabilities are met
  - Prepare and set exercises, materials and examination papers as necessary
  - Undertake administrative tasks, such as keeping student registers and attendance records
  - Provide logistical support with arranging the room, setting out refreshments and class tidy up
- Contribute towards outcome and impact measurement for learners at the end of each term

## We are looking for

- A recognised ESOL qualification, such as those listed on the TESOL website, is essential (e.g. TEFL or CELTA) or equivalent experience
- Verbal and written communication skills in English and either Spanish and/or Portuguese
- A flexible and enthusiastic person who is confident working in a multicultural and multilingual environment
- An empathetic approach to working with beneficiaries whose needs may vary or change over time
- Ability to work resourcefully and in collaboration with others
- Good IT skills, including in using Microsoft and Google suite packages, Word, Excel, PowerPoint, and databases
- Good interpersonal and communication skills with attention to detail
- A caring, sensitive and non-judgemental manner
- Knowledge of how to deal with sensitive and confidential information
- Ability to learn quickly and adapt to CRM systems
- Committed to IRMO's mission, vision and values

## 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 of volunteering at IRMO

- You will get the opportunity to help others and to give back
- You will learn new skills and gain experience working in a multicultural, cooperative and inspiring environment
- You will contribute to the Latin American Community and increase your knowledge of the situation of Latin American migrants in the UK
- You will gain valuable experience and strengthen previous skills to help prepare yourself for the UK's competitive job market
- You will enhance your CV and get references (after a 3-month period) for further support with employability



- You will have the opportunity to participate in training sessions with high-quality learning outcomes (in-house and external) in areas related to the role
- You will receive regular supervision and support

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.

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

*THANK YOU FOR YOUR SUPPORT*

