



Role Description: ESOL Teacher (minimum qualification CELTA or equivalent)

Responsible to: Project Manager (Nicola Brooks)

Responsible for: Action Language students

Organisational Context: Action Foundation is a charity established in 2009 which tackles exclusion by providing opportunity. As Action Language, this is expressed through providing English language classes to those who can't reasonably access them elsewhere.

Role Purpose: To take part in the planning, preparation and delivery of English teaching to Action Language students. To facilitate the work of the Project Manager (Nicola Brooks) and interact with students as appropriate.

Time Commitment: Up to 4 hours a week

Duties & Responsibilities:

The following points are a guide, rather than a definitive list, to help with role definition. ESOL Teachers are expected to:

General

- Treat all information about students as confidential.
- Treat all students equally and be sensitive to cultural and religious differences.
- Respect the privacy of the students.
- To deliver English teaching to groups of students (maximum about 15 per group).
- To appropriately befriend students.
- To be available at the times agreed in advance with the Project Manager.
- To abide by the ethos of Action Language.
- To develop and maintain appropriate boundaries of confidentiality with team members and service users.
- To immediately report any concerns/difficulties regarding students directly to the Project Manager.
- To attend appropriate training courses and one-to-ones (with the Project Manager).
- To be available for regular reviews of teaching arrangements.

It is important to understand there are certain roles that a teacher must not undertake - these include:

- Counselling and advice work.
- Any work that is usually done by a skilled professional, e.g. taking responsibility for someone's financial OR legal affairs.
- Physical help of any kind if you have not been trained.
- The work of a healthcare professional.

Personal Specification

Knowledge/Understanding

- A genuine desire to support asylum seekers and other migrants – (essential)
- Some basic awareness of the issues facing asylum seekers and other migrants – (desirable)
- Experience of working with vulnerable people in a similar capacity, either paid or unpaid – (desirable)
- An understanding of the need for student confidentiality – (essential)
- An understanding of the need to maintain safe working boundaries when working with students – (essential)

Skills/Abilities

- Warmth, understanding, sensitivity and a willingness to listen – (essential)
- The ability to be supportive and non-judgemental regardless of students' age, race, sexuality, religion or disability – (essential)
- A flexible approach to working with students whose needs may vary or change over time – (essential)
- To be willing to learn from own and others' experiences – (essential)
- To maintain strong lines of communication with the Project Manager (Nicola Brooks) – (essential)
- Strong interpersonal/communication skills (basic written, non-verbal and verbal) – (desirable)
- A commitment to empowering and enabling others – (essential)