

ESOL TEACHER (VOLUNTEER)

Days and hours: According to the course (contact e4w@irmo.org.uk for details)

Term: 18 September to 16 December 2017

Reporting to: Project Manager – Community Learning and Access to Employment

Key skills required: We are looking for enthusiastic and talented volunteers who have an excellent knowledge of written and spoken English, experience of teaching English to Speakers of Other Languages (ESOL) and are able to engage with a variety of students with different learning styles.

About us

IRMO is a community-led organisation that provides Latin Americans with tools and information in an empowering process to build fulfilled, independent and integrated lives in the UK using a rights-based approach.

We do this through a flexible and comprehensive approach addressing needs in four main areas: Education, training and employment; Advice and case-work; Wellbeing; and Campaigning for the rights of all migrant communities.

Building on over a three-decade experience, we aim to build a stronger and more resilient community. More information can be found at www.irmo.org.uk

About the role

This role sits within our English for Work project, which provides ESOL, IT and conversation classes; one to one job-hunting and employability support; and workshops on access to services. 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 activities

- Prepare for classes in advance (using/adapting IRMO's Scheme of Work), including production of worksheets
- Teach weekly, interactive 2 or 3 hour classes (depending on the course)
- Keep the class on track according to the syllabus/learning outcomes
- Ensure learners' participation during classes
- Monitor attendance
- Create a safe and inclusive learning environment for learners

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- Identify gaps and adapt activities to learners' needs
- Carry out end of course oral exams
- Maintain strong lines of communication with the other teacher of your course (students come to 2-3 classes each week) and the Project Manager

Who are we looking for

We are looking for enthusiastic individuals with a passion for teaching. We ask for either a formal teaching qualification 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.

- CELTA, CertESOL (or similar) teaching certification
- Experience of teaching ESOL to adults
- Excellent management and organisational skills
- Strong communication skills
- Commitment, flexibility and enthusiasm
- Confident working in a multicultural and multilingual environment
- Genuine desire to support the migrant community
- Good interpersonal and communication skills and attention to detail
- Ability to work effectively with people from diverse backgrounds
- A flexible approach to working with individuals whose needs may change
- Ability to take initiative and work with minimal supervision

Benefits of volunteering at IRMO

- Opportunity to help others and to give back;
- 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;
- Gain experience and strengthen skills to face the UK's competitive job market;
- Enhance CV and get reference letter (after 3-month period);
- Participate in relevant training where available (in-house and external);
- Receive regular supervision and support;
- 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.

To apply, please send your CV and a short covering letter to e4w@irmo.org.uk

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