



## **Volunteer English Teacher** **Job Description**

Post:	Volunteer English Teacher
Hours:	A minimum of 1 'session' per week (typically approx. 3 hours)
Salary:	Voluntary position
Location:	Gloucestershire
Responsible to:	Working within a team of teachers under the responsibility of GARAS' staff

### **Job Summary**

Volunteer teachers will be responsible for preparing class material and designing lessons that cover all aspects of the English language (reading, writing, speaking and listening). They will keep track of students' progress and give assessments as needed to identify the needs of the class. Teachers will be responsible for creating a positive class environment and encouraging students to improve. They will create diverse activities to engage students and encourage learning.

### **Main Duties and Responsibilities**

- Organise classwork and learning materials
- Assess students' progress and write reports
- Ensure classes are appropriate for immigrant / asylum seeker / refugee learners
- Work as part of a team to provide multi-level learning
- Set and mark homework to ensure students continue their learning outside of the class environment

### **Requirements:**

- Preferably hold an ESL qualification (TESOL, CELTA, TEFL, ESOL), and should use English as their first language or have used English for an extended period of time
- Have the ability to create classes using multiple formats (paper handouts, board work, conversation, PowerPoint, etc.)
- High levels of patience and resilience, with great communication skills. Excellent interpersonal skill are required to allow learners to feel comfortable and relaxed
- Undertake training from GARAS where appropriate
- Maintain relevant boundaries with students, referring them to GARAS Advice Workers when appropriate
- Abide by GARAS confidentiality requirements