

ROLE DESCRIPTION



ESOL (English for Speakers of Other Languages) Volunteer

Main team contact: ESOL volunteer team & The Volunteer Coordinator

Salary: Voluntary (not a paid position)

Hours: 2.5-3 hrs per week – Monday 12:30-15:00 (term time) or
Wednesday 10:00-12:00(term time) or
Friday 9:45-12:30 (term time)

Purpose of Role

- To assist in a large mixed ability ESOL class, for one or more sessions per week.

Main Duties & Responsibilities

- Support the team in planning and delivering lessons together.
- Supporting students with the development of their English language skills
- Share ideas for developing or improving the provision.
- Liaise with office staff for administrative purposes.
- Be aware of policies and procedures – confidentiality; equality & diversity, etc.

Other duties and responsibilities

- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues
- To set up and tidy away before and after the session (this may include moving tables and chairs).
- Understand and empathise with the aims and ethos statement of the Centre and its equal opportunities policies.

Qualifications/Experience

- Good interpersonal skills/friendly manner
- Be enthusiastic and reliable
- Ability to work on own initiative