****

**VOLUNTEER TASK DESCRIPTION**

**TITLE:** English Teacher

**TEAM:** Children’s Section

**LOCATION:** Refugee Council, Children’s Section**,** Christopher Wren Yard, 115 High Street, Croydon,

CR0 1QG

**REPORTS TO:** Joe Jakes – Youth Development Project Coordinator

**COMMITMENT REQUIRED:** At least one teaching session (Monday – Friday Mornings or Afternoons, 10:30 – 12:30 or 14:00 – 16:00) for minimum 6 months

**Context and Purpose of the role**

The Refugee Council has supported refugees and asylum seekers for over 60 years, both practically and through advocacy work. We conduct our own research and actively campaign to influence UK policy and legislation to improve the lives of refugees and asylum seekers. Volunteers are a key part of many of the services that support our clients and work alongside paid staff across the organisation. As a volunteer you have the potential to increase your skills and experience working with young people going through the asylum seeking process.

**About the Children’s Section**

The Children’s section delivers a range of services for unaccompanied children seeking asylum in the UK, offering practical support and advocating on their behalf where necessary. We offer an advice line, drop-in services, therapeutic services, youth activities and social evenings to engage with young separated children.

As part of our service we offer English, Maths and Science classes to young refugees who are not yet accessing mainstream education. We are currently looking for volunteers with teaching experience who can deliver English classes to our clients from our Croydon office. There will be approximately 5-10 students per class.

The Refugee Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***As this role involves direct access to children/vulnerable adults, volunteers will be required to obtain a satisfactory CRB disclosure prior to commencing in their role*.**

Main Duties and Responsibilities

The specific main duties of the role will be:

* To plan and deliver a weekly two hour, age and ability appropriate, English class for young refugees

**(*most students will be of pre-entry or entry 1 level*)**

Specific Tasks

* To plan class content in advance
* To judge students ability and deliver lessons appropriate to their ability
* To deliver classes for a half a day on a weekly basis
* To keep a register of students
* To communicate with and offer mutual support to other volunteer teachers
* To report any child protection concerns to the Volunteer Coordinator

Competencies

* Previous teaching experience
* ESOL or teaching qualification
* A commitment to supporting refugees
* Some understanding of the issues faced by refugees in the UK
* Ability to work well with young people
* Commitment to Equal Opportunities
* Understanding of child protection issues

**Benefits to the Volunteer**

* Experience of teaching a diverse client group
* Experience of planning and delivering lessons
* An increased understanding of the issues faced by separated children in the UK
* References
* CV development

**ADDITIONAL INFORMATION**

**Health & Safety**

The volunteer is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

Becoming familiar with the Refugee Council’s Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

**Equal Opportunities Statement**

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee or volunteer is discriminated against on the basis of sex, race, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

**Training and support**

Where appropriate volunteers can access training offered through the Refugee Council as long as this is relevant to their role. Training will be discussed with you during planned support sessions with your supervisor.

**Other Information**

* All volunteer travel expenses are paid to and from their place of work. On occasion when they work off site, these costs too shall be covered. Expenses must be claimed in accordance with the Refugee Council’s Volunteer Policy
* There may be more then one volunteer on this project; therefore it is important volunteers communicate with each other and work together effectively with the support of their supervisor(s)
* For more information please contact Joe Jakes on 020 7346 1181 or [joe.jakes@Refugeecouncil.org.uk](mailto:joe.jakes@Refugeecouncil.org.uk)