



Nottingham & Nottinghamshire **REFUGEE FORUM**

ESOL Teacher

JOB DESCRIPTION

Post:	ESOL Teacher
Hours:	22.5 hours per week
Duration:	Initial 6-months' contract, then subject to continuation of funding
Location:	NNRF, The Sycamore Centre, 33a Hungerhill Rd, Nottingham, NG3 4NB
Salary:	£25,674 per annum, pro rata
Responsible to:	Volunteering and Engagement Manager

JOB SUMMARY:

This role is responsible for the development and provision of ESOL tuition by the Refugee Forum for refugees and asylum seekers. This will include a personal teaching load, supervision and support of a small team of volunteer tutors and the development of a bank of teaching resources.

MAIN DUTIES & RESPONSIBILITIES

- Deliver group teaching sessions plus some individual coaching if appropriate, for a minimum of 10 hours per week, using the Akelius learning system
- Supervise and support volunteer ESOL tutors
- Manage referrals from our advisers and allocate students to appropriate classes
- In partnership with the ESOL volunteers, develop and manage a resource bank to complement the Akelius learning system
- Record and monitor attendances, class numbers and learning progression
- Provide simple monthly reporting to funder based on monitoring data
- Liaise with external agencies and training providers to maximise further learning opportunities for our students

Organisational Responsibilities

- To be a NNRF ambassador by upholding and demonstrating the organisational values and behaviours at every opportunity, through verbal, written and face to face communication

- Work collaboratively with other staff and departments to help prepare and set up events e.g. Refugee Week, Conferences and AGMs
- Comply with NNRF's safeguarding standards and procedures
- Provide support to other NNRF projects (General Advice, Specialist Advice Team) if needed
- Participate in own supervision and appraisal process and attend staff and team meetings
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the postholder
- The postholder will be required to undergo an enhanced DBS check for this position

This list of duties & responsibilities is not intended to be exhaustive. The post holder will be expected to perform additional tasks when required; these tasks will be in keeping with the general profile of the role.

PERSON SPECIFICATION

Candidates will be short-listed on the following specifications and need to address each of them in their application.

All relevant experience whether paid or voluntary, in the UK or overseas may be included. NNRF values different & creative ways of working.

E – Essential, D – Desirable

EDUCATION/TRAINING

- TESOL qualification at level 5 or above (e.g. CELTA, CertTESOL, Level 5 TEFL Diploma, PGCE or MA TESOL) (E)

EXPERIENCE

- Minimum one years' experience teaching ESOL at a range of levels including Pre-Entry and to students who may be pre-literate or literate in a non-Roman script (E)
- Experience of developing programmes of learning and learning resources (E)
- Experience of keeping work records and writing reports (E)
- Experience of working or volunteering with refugees and asylum seekers (D)
- Experience of volunteering and/or an appreciation of the needs of volunteers (D)

- Experience of working with volunteers (D)
- Lived experience of forced migration (D)

KNOWLEDGE/COMPETENCIES

- Good spoken and written communication skills in English (E).
- Excellent time management and organisational skills (E).
- IT competence including word processing, online learning platforms, databases, use of the internet and email (E).

PERSONAL CHARACTERISTICS (ALL ESSENTIAL)

- Able to relate sensitively to a wide range of people from many different ethnic, religious and cultural backgrounds.
- Able to empathise with the life experiences of refugees and asylum seekers and recognise their possible effects on needs, attitudes and behaviour.
- Understanding of the importance of maintaining confidentiality and an awareness of measures that are needed to ensure it.
- Able to maintain good professional relationships with colleagues in other agencies.
- Able to work in a co-operative, supportive manner within a small team.
- Approachable and friendly personality.
- Good time-manager, able to work on own initiative.
- Willingness to work variable hours, including out of hours and/or at weekends as needed.