



## JOB DESCRIPTION

<b>JOB TITLE:</b>	ESOL Teacher
<b>PURPOSE OF ROLE:</b>	To deliver bespoke ESOL classes to refugee & migrant adults and respond to their specific needs by identifying and providing a programme of workshops & other activities.
<b>SALARY:</b>	NJC Scale 21 + ILW
<b>HOURS:</b>	28 hours per week (0.8) inclusive of preparation time. Can be spread over 4-5 days. Term-time hours can be considered
<b>LOCATION:</b>	Mainly on-site at Family Wellbeing Centres in Brent. Some preparation and reporting can be done working from home.
<b>REPORTS TO:</b>	a) Women's Project Coordinator & ESOL Teacher b) Director of Salisbury World
<b>MANAGES:</b>	Volunteers (when appropriate)
<b>SERVICE RELATIONSHIPS:</b>	To work closely with the Women's Project Coordinator, Salisbury World Advice workers, Family Wellbeing Centres. To forge links with staff, parents, local service providers and voluntary groups

### **Working to achieve the Salisbury World mission:**

*Our aim is that refugees, migrants and asylum-seekers who seek our help will develop the skills and confidence to navigate and succeed in society, and feel supported and hopeful for the future.*

### **RESPONSIBILITIES:**

#### **Equal Opportunities & Diversity**

Carrying out responsibilities with due regard to National and Local Equal Opportunities Policies and the Salisbury World Equality and Diversity policy.

#### **Main Duties and Responsibilities**

- Develop & deliver ESOL classes that respond to the specific needs of the participating students
- Work closely with Salisbury World staff & participants to identify additional learning opportunities and excursions/activities to support the students
- Monitoring, measuring and reporting all outputs and outcomes for the project and promoting the project's achievements both internally and externally
- Actively network and build relationships with relevant organisations in the statutory, non-statutory, voluntary and community sectors

- Contribute to fundraising activities and bids when required

### **Reports and record keeping**

- Responsible for regular reporting (monthly, termly, annual)
- Keep database up to date (e.g. volunteer start & end dates, emergency contact information is accurate)
- Keep all relevant policies, procedures and guidelines updated

### **Training & Development and Networking**

- Undertake additional training as necessary
- Participate in team training activities such as safeguarding, first aid training etc
- Keep up to date with current news/trends/thinking in the sector
- Ensure CPD records are updated, and accreditations (where applicable) are maintained
- Represent Salusbury World at external events, conferences and networks; raising the profile of Salusbury World projects and building constructive relationships.
- Share knowledge with Salusbury World team

### **Confidentiality**

Maintaining confidentiality of information relating to clients, colleagues and other third parties in accordance with GDPR, including outside of the work environment.

### **Safeguarding and Child protection**

Attend regular safeguarding training & understand and agree to Salusbury World's Child & Vulnerable Adult Safeguarding policy

### **Inclusion statement**

Salusbury World is an approachable and diverse organisation which values and respects peoples' different backgrounds, characteristics, ideas and beliefs.

Salusbury World believes that it is essential to eliminate discrimination and promote equality of opportunity. Salusbury World is committed to opposing discrimination and will not discriminate against any person because of their ethnic origin, gender, sexual orientation, marital status, neurodiversity, responsibility for children or dependants, age, employment status, disability, HIV status, religious or political beliefs or because of unrelated criminal convictions.

This job description details the key elements of the role and is not an exhaustive list of all duties. Job roles evolve over time and job holders may be required to complete additional tasks in line with Salusbury World's needs.

## **ESOL Teacher Person Specification.**

### **Essential:**

- A commitment to refugee and migrants' rights
- Experience of teaching ESOL, to people with limited or no literacy and with little or no formal education
- Excellent interpersonal and communication skills
- Ability to establish rapport with a wide range of people
- Ability to be flexible and resourceful
- Excellent organisational skills and ability to work on own initiative
- Ability to plan own workload/lessons
- Ability to use own initiative

### **Desirable:**

- An English teaching qualification (TEFL, CELTA or equivalent)
- Experience of working with refugees and asylum seekers
- Experience of migration and/or a refugee background.