

## Volunteer English Language Teacher Role Description

A key part of the Borderlands Drop-In is providing English Language classes to refugees, asylum seekers, and those with immigration issues. We need enthusiastic and committed volunteers to help do this.



**Location:** The Borderlands Drop-in, The Assisi Centre, Lawfords Gate, Bristol BS5 0RE

**Time Commitment:** One or more sessions per week on a Monday and Tuesday. There may be some scope to support on a Wednesday as well. Morning sessions run from 10.30 - 12.30; afternoon sessions and afternoon sessions run from 1.30 – 3.30. There is also occasional mandatory training, in safeguarding, etc. We hope volunteers can commit to a minimum of 6 months.

### **We are looking for organised and reliable Volunteer Teachers. You will;**

- Have a relevant teaching qualification and/or experience of teaching English language and literacy to beginners. (If in doubt about your qualifications / experience, please contact Imy Franklin [imogen@borderlands.org.uk](mailto:imogen@borderlands.org.uk) to discuss.)
- Have a willingness to improvise and work flexibly with your plan
- Be excited by working within a multicultural team

**Working relationships:** You will work as part of a volunteer team which includes people who are asylum seekers and refugees.

### **Specific Duties and responsibilities:**

- Prepare and deliver engaging classes for Borderlands members
- Prepare content appropriate to the level of learner, finding and preparing the resources needed, and tasking teaching assistants where available
- Work with the teaching assistant to ensure that all learners are supported appropriately
- Set up or set down classroom as required
- Liaise with other teachers, especially when a class is shared
- Follow Borderlands policies and procedures when volunteering, e.g. Equal Opportunities and Safeguarding Policies (these will be given to you at induction training and are available on the website).

### **Example morning at Borderlands:**

- 9.30 – 10.30: Set up your class, liaise with colleagues
- 10.30: welcome learners to your class
- 11.30 – 11.40: Morning coffee break
- 12.30: Set down class/return equipment/communicate with other volunteers/staff as necessary.

(Afternoon classes start at 1.30, and follow similar timings.)

If you are interested in this role please contact Imy Franklin [imogen@borderlands.org.uk](mailto:imogen@borderlands.org.uk)

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