

Volunteer Role: VOLUNTEER TUTOR

Support Person	<p>Dinushriya Spybey Fergus Andrew Aimee Skelton</p>
Role Purpose	<p>The purpose of the Volunteer Tutor role is to plan and deliver ESOL classes, including performing minor administrative tasks related to learners' registration, teaching, progression and evaluation.</p>
Specific Tasks	<p>Teaching one-to-one classes:</p> <ul style="list-style-type: none"> - Get to know a learner and their ESOL needs - Prepare tailored teaching plan - Deliver ESOL lessons based on individual needs - Complete volunteer record of work - Support with end of term learner evaluation and complete tutor end of term evaluation - Contact Development Worker after each lesson - Maintain learner confidentiality at all times - Submit all paperwork to Development Worker upon completion of match <p>Teaching groups:</p> <ul style="list-style-type: none"> - Get to know learners and their ESOL needs - Create a level appropriate plan for each term - Deliver ESOL classes in accordance to the plan - Keep learner registers up to date - Complete "term plans" every week - Support development worker with end of term learner evaluations and complete tutor end of term evaluation - Maintain learner confidentiality at all times - Speak to your named worker whenever you need

	<p>support</p> <p>Assistant</p> <ul style="list-style-type: none"> - Get to know learners and their ESOL needs - Read tutor's lesson plan before lesson (if applicable) - Help tutor deliver ESOL class in accordance with their plan - Check in regularly with tutor to discuss learner progress and any changes to the group - Maintain learner confidentiality at all times - Speak to your named worker whenever you need support
	<p>Essential Skills and Qualities are:</p> <ul style="list-style-type: none"> - Welcoming and warm manner - Some familiarity with basic IT - Sensitivity and respect - Awareness of confidentiality and data protection - CELTA level knowledge of ESOL lesson delivery
Commitment	<p>Minimum 9 month commitment</p> <p>Teaching one-to-one:</p> <p>Minimum once a week for an hour + planning and travel time</p> <p>Teaching a group:</p> <p>Minimum once a week for up to 2 hours + planning and travel time</p> <p>Assistant:</p> <p>Minimum once a week for up to two hours +time to check in with tutor and travel time</p>
Support and Training	<p>Development Workers are available for ongoing support and advice and are contactable at any time within office hours by phone or email. Regular opportunities for training and peer</p>

	support are offered throughout term time.
Expectations of Glasgow ESOL Forum Volunteer Tutors	<ul style="list-style-type: none"> - Willingness to abide by Glasgow ESOL Forum's Policies - Willingness to use support systems - Completion of administrative tasks e.g. completing expenses forms, lesson paperwork and registers - Commitment to attend on-going training.
Location of volunteering	TBC

Task Description Updated: March 2020