

English Teacher Volunteer Position Description

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| **Position title:** | **English Teacher Volunteer** |
| **Reports to:** | **Vinnies Refugee and Asylum Seeker Service Co-ordinator** |
| **Time Commitment** | Wednesday and Thursday 9.30-12.30 |
| **Location** | Kilburn Community Centre |

**St Vincent de Paul Society**

The St Vincent de Paul Society is a lay Catholic organisation operating in 149 countries worldwide. The Society is one of the largest charitable providers in Australia, helping people in many areas of need. The Society operates a number of Special Works including youth programs, homelessness services & accommodation, retail, refugee & migrant support, mental health & food services.

**Mission**

The Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, by working to shape a more just and compassionate society.

**Vision**

The St Vincent de Paul Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope, and encouraging people to take control of their own destiny.

**Our Aspiration**

An Australia transformed by compassion and built on justice.

**Our Values**

* **Commitment:** Loyalty in service to our mission, vision and values
* **Respect:** Recognising our own value and the value of others
* **Compassionate:** Welcoming and serving all with understanding and without judgement
* **Respect:** Service to all regardless of creed, ethnic or social background, health, gender or political opinions
* **Integrity:** Promoting, maintaining and adhering to our mission, vision and values
* **Empathy:** Establishing relationships based on respect, trust, friendship and perception
* **Advocacy:** Working to transform the causes of poverty and challenging the cause of human injustice
* **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future

**Emergency Assistance Volunteer Role Summary**

The role of the Volunteer English Teacher is to Establish a safe, welcoming and flexible learning environment for students predominantly from refugee backgrounds, with trauma, minimal English language skills and little experience of formal education.

With the support of regular volunteers, the teacher will conduct lessons sensitive to a diverse set of socio-cultural norms, recognising cultural and gendered expectations and dietary requirements of the group.

**Duties and Responsibilities**

* Teaching of English classes twice weekly or as otherwise agreed
* Set up of room prior to class, pack down after class
* Lesson curriculum development and preparation, including development of materials and handouts
* Maintain and report on student attendance record, by term
* Maintenance of student material supplies- exercise books, display folders, pens and pencils
* Management and oversight of support volunteers
* Maintenance of morning tea supplies- milk, tea, coffee, sugar and biscuits
* Ensure student registration procedures are followed, including up to date contact details and emergency contact information
* Ensure compliance with existing centre policies including emergency evacuation and first aid protocols
* Maintain and develop relationships with external support agencies as part of curriculum for example Green Adelaide, TAFESA, Breast Screen SA, etc. this may include guest speakers and or excursions.

**Characteristics and skills required**

Essential

* National Police check (via St Vincent De Paul)
* A desire to work with refugees and asylum seekers
* Friendly, empathetic and patient personality
* Cross-cultural communication skills
* Have good written and spoken English skills
* Flexible, reliable and committed to the role
* A willingness to work as part of a team
* Good organisational and communication skills
* Willingness and ability to work professionally within comprehensive guidelines

**Desirable**

* TESOL qualification
* Experience teaching English to speakers of other languages
* Knowledge of issues relating to refugees and asylum seekers
* Experience working with refugees and asylum seekers
* Problem solving skills
* Bilingual volunteers desirable (but not essential)

**Training and Support**

* Completion of the St Vincent de Paul Society induction session
* Ongoing training and peer support at team meetings
* Other training relevant to the role as required. e.g. Emergency Relief Training
* Support, advice and guidance, from volunteer Coordinator.

**Benefits to the Volunteer**

* The opportunity to develop new and existing skills and gain experience volunteering in a charity
* The opportunity to meet new people
* The satisfaction of knowing you are making a vital contribution to the work of Vinnies Refugee and Asylum Seeker Service

**Application Procedure**

* Complete the St Vincent de Paul Society Volunteer Form
* On site Interview with coordinator and committee member
* Requires National Police Check
* Reference Check
* Attendance at Society Information Session
* Trial period of 3 months

*Vinnies Refugee and Asylum seeker Service is a child-safe environment. All staff and volunteers are required to pass a National Police Check application (at no cost to the individual).*

**Vinnies is taking action to prevent disrespect or violence against women and protect children.  You are expected to comply with our relevant policies, remain vigilant, demonstrate respectful relationships, participate in relevant training and report any reasonable suspicion to us immediately.**

**Acknowledgement of Duties and Responsibilities**

Name of Supervisor: Signature: Date:\_\_\_\_\_\_\_\_  
  
Name of Volunteer: Signature: Date:\_\_\_\_\_\_\_\_