



Volunteer ESOL 1:1 Tutor

Role Description

Overview

As a volunteer ESOL tutor with Learn English at Home, you will have the opportunity to support students with their language learning. The role involves providing one lesson a week (for up to an hour) either remotely or in person.

Responsibilities

Lesson planning: Develop weekly lessons tailored to the individual needs and goals of your student. The primary focus will be on developing speaking and listening skills but there will be some reading and writing included too as many students are keen to improve their literacy skills.

Tutoring: Use a variety of methods and resources to encourage your student and accommodate different learning styles. Provide constructive feedback to the student to help them improve.

Language practice: Provide opportunities for the student to practice speaking and listening to English in real life contexts, through listening exercises, conversations, role-plays and language games

Grammar and vocabulary: Help the student build their knowledge of grammar and vocabulary incorporating exercises and activities to reinforce learning and language retention

Cultural awareness: Support the student to learn more about British culture, customs and traditions

Record keeping: Keep notes on the topics that you cover with your student to inform regular progress reviews

Communication: Ensure you report any concerns or safeguarding issues to a LEAH coordinator promptly.

You will need

- A good level of spoken and written English
- Strong communication and organisational skills
- Patience to support our students who have a diverse range of educational backgrounds
- Previous experience in ESOL tutoring or teaching can be an advantage but is not required as full training is provided

Time commitment

One lesson a week for up to an hour plus time to plan your lesson (total time - two hours a week maximum) We ask that you are available to support your student weekly for a minimum of six months. We also ask for four weeks' notice if you are no longer able to volunteer with us.

In person tutoring

If you live in one of our three boroughs where we support students (Richmond, Kingston or Hounslow) then we have opportunities for you to volunteer in person. Lessons take place either at the student's home address or a pre-arranged community location (for example the local library) We will reimburse all reasonable travel expenses. Coordinators will carry out a risk assessment in advance if the lesson is taking place at the student's home address.

Online tutoring

If you live outside of our main boroughs or would prefer to volunteer online then we will be able to match you with a student for online lessons. All lessons take place using Zoom. Training is provided on using Zoom as well as other useful resources for online tutoring.

Training

No teaching experience is necessary as full training is provided. LEAH runs six training courses a year. The course is six weekly sessions (each session is between 2 and 2.5 hours long) and the sessions are run online using Zoom. Attendance at all six sessions is compulsory. The course covers an introduction to the organisation and ESOL as well as looking at how you structure and deliver lessons covering the 4 key areas – speaking, listening, reading and writing.

Once you start tutoring, regular ongoing support for volunteers will be provided by our experienced coordinator team.

Disclosure and Barring Service (DBS)

As a volunteer potentially working with adults at risk, you will be required to have a DBS disclosure. We will organise this and there will be no cost to you.

Having a criminal record does not necessarily prevent you from volunteering. You can discuss any issues regarding the DBS with the Volunteer and Training Manager in complete confidence.