



Stirling

School of English SCIO

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Role Description: Tutor

- Type of Work:** Volunteer Tutor
- Place of Work:** Level One, Wallace High School or online
- Availability:** at least one morning/evening each week (2,5h) on a regular basis + time to check in with co- or assistant tutor and travel time
- Purpose:** to teach English in 1:1 or groups to adults whose first language is not English
- Training:** Initial observations and induction are mandatory for new volunteers.
We recommend doing an online TEFL or SQA qualifications in teaching ESOL, full-time or part-time CELTA for those who would like to supplement their qualifications.
Regular attendance at CPD sessions and Volunteer Tutor meetings
- Support:** Volunteer Manager is available for ongoing support and advice and is contactable at any time within office hours (Mon-Wed) by phone or email. Regular opportunities for training and peer support are offered throughout term time.
- Duties:**
1. Get to know a learner and their ESOL needs
 2. Teach English listening, speaking, reading and writing skills using the materials provided
 3. Adapt the materials and teaching methods to suit the number, skills level and needs of the learners in your group
 4. Help the learners develop confidence
 5. Help individual learners with any difficulties they encounter. If necessary, refer to Volunteer Manager

6. Evaluate the outcomes of your teaching by using the continuous assessments provided and record the results
7. Keep students' attendance records and work records
8. Provide advice on what further learning a student may wish to undertake or refer to Volunteer Manager
9. Prepare information for inspection visits and other quality assessment
10. Work in partnership with other volunteers
11. Provide regular feedback when asked, i.e., at the end of each semester
12. Speak to the volunteer manager whenever you need support
13. Welcome observations from new volunteers
14. Work together with Volunteer Tutor's Assistants providing them with opportunities to assist you in class: e.g., preparing a warmer activity, assisting/monitoring/giving feedback during pair/group work, doing an activity, writing/typing information on the whiteboard, monitoring chat (online only)
15. Be available to check in with volunteer tutor assistant to discuss learner progress and any changes to the group
16. Attend Volunteer Tutor meetings regularly
17. Get involved in social events
18. Maintain learner confidentiality at all times

Essential Skills and Qualities:

- Welcoming and warm manner
- Some familiarity with basic IT
- Sensitivity and respect
- Willingness to abide by SSoE's Policies, especially confidentiality, equal opportunities and data protection policy
- honesty, reliability, patience, respect for other cultures
- enjoying relating to a variety of people, especially from other cultures
- good communicating skills, including body language
- ability and willingness to ask for support if required
- commitment to attend on-going training