



**Stirling**

School of English SCIO

61-63 Murray Place, Stirling, FK8 1AP

Tel. 07742514087

Email: [admin@stirlingschoolofenglish.com](mailto:admin@stirlingschoolofenglish.com)

[www.stirlingschoolofenglish.com](http://www.stirlingschoolofenglish.com)

## **Role Description: Tutor's Assistant**

- Type of Work:** Volunteer Tutor's Assistant
- 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 tutor and travel time
- Purpose:** the purpose of the Volunteer Tutor's Assistant role is to assist the class tutor with planning and/or delivering English lessons as specified by the tutor, including performing minor administrative tasks related to teaching, progression, and evaluation, if required. **A successful semester or year of assisting a tutor could lead to tutoring own class.**
- 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.  
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 learners and their English needs
  2. Read tutor's lesson plan before lesson (if applicable)
  3. Help tutor deliver ESOL class in accordance with their plan as directed by the tutor: 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)
4. Being supportive to the tutor by contributing ideas or ways in which you would like to facilitate the students learning
  5. Check in regularly with tutor to discuss learner progress and any changes to the group
  6. Maintain learner confidentiality at all times
  7. Speak to the volunteer manager whenever you need support
  8. Help the learners develop confidence
  9. Help individual learners with any difficulties they encounter in class. If necessary, refer to Volunteer Manager
  10. Prepare information for inspection visits and other quality assessment, if asked
  11. Work in partnership with other volunteers
  12. Provide regular feedback when asked, i.e., at the end of each semester
  13. Attend Volunteer Tutor meetings regularly
  14. Get involved in social events

### **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