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## Language Club Assistant Role Description

## About King’s Arms Project

[King’s Arms Project](https://kingsarmsproject.org) was started over 30 years ago, as a response to seeing people sleeping rough on the streets of Bedford. We now tackle homelessness, displacement, and isolation in Bedford and beyond. We provide professional advice, innovative solutions and person-centred support, accommodation, and opportunities for growth and community.

## Summary of Post

The Refugee & Migrant Services was developed in 2015 in response to the conflict in Syria and consequent refugee crisis. Since then, the R&MS Team has helped over 50 refugee families integrate into Bedfordshire, providing them with holistic, trauma informed support. The ESOL Team provides English language tuition to the adults of some of the Refugee families King’s Arms Project supports. The English Language Club takes place every Friday between 10-12pm and is an informal English learning environment.

## Main Duties & Responsibilities

The following points are a guide to help with role definition. The ESOL Teaching Assistant is expected to assist the ESOL Tutors with the following:

* Assist the ESOL Tutors with leading small group discussions in English with the students.
* Advice and information on cultural awareness & life skills.
* Working with and reporting back to the ESOL Tutors and ESOL Team Leader.
* Encourage the students to acquire study skills (e.g. file organisation, independence).
* Assist in setting up and setting down the classroom before and after each lesson.

### General

* Commit to Fridays between 10-12pm on a weekly basis. We would need volunteers to arrive at 9.30. If this is an issue this can be discussed with the ESOL Tutor.
* 6-month commitment minimum requirement.
* Inform the class tutor promptly if you are unable to attend a lesson.
* Report any incidents, health and safety or safeguarding concerns to the class tutor.

## Personal Qualities

The Language Club Assistant role is especially suited for someone who fits the following description:

|  |  |  |
| --- | --- | --- |
| **Experience and knowledge of:** | **Essential:** | **Desirable:** |
| A genuine desire to support refugees, and willingness to learn more about the issues they face. | ✔ |  |
| An understanding for and ability to maintain client confidentiality and the need to maintain professional boundaries. | ✔ |  |
| Experience of working with vulnerable people in a similar capacity. |  | ✔ |
| Experience of teaching or supporting refugees or migrants in learning English. |  | ✔ |
| Experience of working or learning within an educational setting with adults or young people. |  | ✔ |
| Experience of teaching reading skills to infants or children. |  | ✔ |
| **Skills:** | **Essential:** | **Desirable:** |
| Strong English Language and literacy skills. | ✔ |  |
| Calm under pressure, reliable and trustworthy. | ✔ |  |
| Excellent listening, communication, and interpersonal skills. | ✔ |  |
| Good time management, organisational and planning skills. | ✔ |  |
| Ability to empower others and encourage their growth in self-worth, confidence, and skills. | ✔ |  |
| Ability to work as part of a team. | ✔ |  |
| An understanding for people struggling with chaotic lifestyles or mental health issues. | ✔ |  |
| Ability to form and promote positive, supportive, non-judgemental relationships with clients which acknowledges their right to make autonomous decisions and supports the individual to achieve their goals. | ✔ |  |
| Self-aware and able to reflect on how situations may affect you and the client. | ✔ |  |
| **General:** | **Essential:** | **Desirable:** |
| Willing and committed to develop within the role and undergo relevant training. | ✔ |  |
| Committed to the Equality and Diversity, Health & Safety and Safeguarding policies and procedures and observing them. | ✔ |  |
| Able to respect the Christian ethos of King’s Arms Project and uphold its values. | ✔ |  |

## Personal Development

As part of King’s Arms Project, it is our desire to invest in you personally. We do so through supervisions, and on-going training.

### Supervision

One-to-one staff supervisions are completed every 4-6 weeks in order to give opportunity to talk through successes, challenges, development/training needs, and other work-related issues as they arise.

### Training

Regular on-going training is provided within work hours in the following contexts: Project-wide team training, suggested reading, and opportunities for regular professional training. King’s Arms Project allows volunteers to attend our professional training courses when possible, free of charge. Training will be discussed with you during support sessions with your supervisor.

**This role is subject to a satisfactory Disclosure and Barring Service check. Repeat checks are initiated every three years.**

## Additional Information

**Expenses**

Volunteer roles are unpaid, but we can reimburse volunteers for travel costs.

**Health & Safety**

The volunteer is responsible for:

Cooperating with the King’s Arms Project in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

**Equal Opportunities Statement**

As part of its recruitment policy, the King’s Arms Project intends to ensure that no prospective or actual employee or volunteer is discriminated against on the basis of sex, race, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

For any further information or questions please email [volunteer@kingsarmsproject.org](mailto:volunteer@kingsarmsproject.org).