

## ASYLUM SEEKERS CENTRE – VOLUNTEER JOB DESCRIPTION

POSITION TITLE	<b>English Teacher</b>
CLUSTER	Classes & Recreation
SUPERVISOR	Volunteer Coordinator
TIME COMMITMENT	1 year volunteer commitment Class 10:30am-12noon English Program Meeting (1.5 hours every 6 weeks)
LOCATION	Asylum Seekers Centre
START DATE	TBC
REVIEW/END DATE	3 Month review
TRAINING	Compulsory attendance at ASC Introductory Volunteer Session

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### POSITION DESCRIPTION

The Asylum Seekers Centre is open for clients four days a week from Monday through Thursday, 9am-4pm. The Classes and Recreation Program is volunteer-led and aims to support asylum seekers through

- English Language acquisition
- the acquisition of skills relevant to their circumstances in Australia
- opportunities for creative expression, exercise and recreation
- improved nutrition
- reduced social isolation

The program is overseen by a part-time Volunteer Program Coordinator. Its various components include: English teaching, nutrition, excursions and other recreation classes.

English Classes are coordinated by the English Program Team Leader and are offered at the centre each day from 10:30am – 12noon on a 6 week session cycle with an English Program Meeting held on the break week between each session.

Classes offered include Beginner and Intermediate/Advanced. All students are assessed by an English Teacher and then assigned to an appropriate class. Teachers are asked to further assess their progress during the session. The numbers of participants in classes is often unpredictable due to individual circumstances

associated with the asylum seeker experience, and teachers are asked to be flexible in curriculum and attitude.

### **SKILLS/EXPERIENCE**

- TESOL (or equivalent) qualification and minimum of 2 years in teaching experience in multicultural settings is essential
- Extremely reliable and flexible
- Ability to work independently and as part of a team
- Politically aware and interested in Australian asylum seeker and refugee issues
- Sensitive to cross-cultural issues

### **KEY DUTIES AND RESPONSIBILITIES**

The English teachers' duties include:

- weekly preparation of material for class;
- keep role of attendance;
- flexibility in class structure and content due to fluctuating numbers & irregular attendance
- regular assessment of students at beginning and end of session
- liaising with the Volunteer Coordinator regarding any issues;
- attendance at Teachers meeting each Session
- confidentiality

English Teachers are expected to attend English Program Meeting. These are held at end of every 6 week session for 1.5 hours and include:

- an opportunity to review session and give feedback
- discuss curriculum
- discuss student assessment and feedback

### **PERFORMANCE MANAGEMENT**

- 3 monthly review with English Program Team Leader via phone call/meeting

### **TRAINING**

Compulsory attendance at ASC Introductory Volunteer Session which includes:

- Introduction to refugee issues
- Outline of refugee policy in Australia
- The role and responsibilities of the volunteer
- Strategies in working with asylum seekers

**VOLUNTEER BENEFITS**

- Making an invaluable contribution to asylum seekers ability to communicate;
- A challenging and rewarding experience;
- An opportunity to meet new people and share ideas;
- An opportunity to keep abreast of the latest issues regarding asylum seekers;
- Ongoing training.