

# Volunteer role description

## English Class Facilitator

Department	Migration Support Programs NT
Availability terms	Wednesdays 5-7.30pm, 4hrs/week including lesson preparation for 10 week
Location	Casuarina, NT
Category	Working in our Services and Programs

~~Building an inclusive, diverse and active humanitarian movement based on voluntary service~~

### Role purpose

The English Class Facilitator will assist with the delivery of Migration Support services by supporting and facilitating English classes. The purpose of classes is to develop the language skills of MSP clients and newly arrived migrants who face barriers accessing the Adult Migrant English Program.

English Class Facilitators will be familiar with delivering classes to culturally and linguistically diverse people and possess an understanding of challenges faced by people from a refugee, asylum seeker and migrant backgrounds.

### Role responsibilities

- Assess the level of English speaking, writing and reading skills of students
- Prepare and facilitate classes on a weekly basis over 10 week terms that are appropriate to the English level of students
- Offer a variety of teaching methods both for individual students or groups of students
- Facilitate and support a culturally safe space and foster cultural exchange between students and volunteers
- Provide a holistic approach to learning
- Ensure complete confidentiality of all information discussed and recorded
- Participate in regular debriefing sessions with Volunteer Engagement Officer/MSP staff as required
- Notify any incidents, injuries or concerns immediately to the Volunteer Engagement Officer
- Support the Volunteer Engagement Officer to promote the classes throughout the Darwin community

### Knowledge, skills and experience

- ESL qualification or equivalent English teaching experience
- Ability to support and manage adult students in a group and/or one-on-one basis.
- Ability to work effectively and sensitively with individuals from diverse cultural backgrounds
- Understanding of the needs of students, including the impact of trauma, detention,

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uncertainty of residential status, and experiences of conflict, war and displacement

- Ability to work independently and initiate tasks without close supervision or direction
  - Ability to maintain professional boundaries and ensure duty of care standards necessary for high service provision
  - Excellent self-reflection skills with the ability to be flexible to the needs of students
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#### Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)
  - Working with Children's Check relevant to your state / territory location
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#### Learning and development

- Complete Red Cross online learning modules as required
  - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
  - Attend scheduled volunteer meetings
  - Access online and face-to-face professional development opportunities provided by the Red Cross and external organisations
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#### General conditions

We act always in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

*In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement*

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality

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