



JOB DESCRIPTION

Into School Coordinator & Tutor (Maternity Cover)

Reports to:	Youth Service Manager
Location:	300 Brixton Road, London SW9 6AE
Hours:	4 days per week – 20 hours per week Term Time Contract until July 2020 which will then be reviewed.
Responsible for:	Project volunteers & interns

MAIN PURPOSE OF THE ROLE:

To deliver an effective and engaging ESOL focused programme with the support of volunteers that meets both Baytree's strategic objectives and funder requirements.

KEY RESPONSIBILITIES

ESOL coordination

- To prepare a syllabus, resources and lesson plans for ESOL classes in line with individual funders' requirements
- To deliver ESOL lessons in line with the syllabus taking into account mixed ability classes
- To support volunteer tutors in the effective implementation of the syllabus and to make amendments to the syllabus when necessary

Monitoring and evaluation

- To register new girls to the programme and conducting language tests to assess their ability
- To fill out weekly evaluation forms and monitor the girls' progress
- To monitor students' attendance and progress and update Views in accordance with Baytree's attendance procedure and funder's requirements
- Follow good quality assurance practice e.g. Matrix in line with Baytree's Quality Assurance cycle

Programme coordination

- Line management of volunteers such as ESOL tutors or interns who are supporting the delivery of the programme
- To liaise with the Into School mentors, as well as the girls' parents / guardians / social services / schools to monitor the progress being made to school applications with support from the Youth Services Manager
- To support mentors, parents / guardians and girls in school applications process, following up applications and contacting relevant people on their behalf with support from the Youth Services Manager
- To facilitate regular trips to places of interest that will encourage girls' integration into London
- To facilitate creative and athletic workshops that contributes to the students' holistic development

PERSONAL QUALITIES & SKILLS

- CELTA/DELTA or other relevant teaching qualification
 - Educated to degree level
 - Ability to deal and connect to with people from varied backgrounds
 - Understanding of the needs of newly arrived girls and young women
 - Excellent written and verbal communication and as well as people skills
 - Experience of working with and ability to inspire and motivate young people
 - Good Knowledge and experience of British education system
 - Computer literate and good social media skills
 - Ability to supervise volunteers, to work as a member of a team and on own initiative
 - Excellent organisation and time management skills
 - Ability to work in an under resourced environment
 - A large amount of initiative to drive change
 - Basic knowledge of Spanish, Portuguese or Arabic useful
 - Ability to identify with and uphold the Baytree ethos
 - Knowledge of current employment legislation including safeguarding
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STANDARDS AND QUALITY ASSURANCE:

- Adhere to all Baytree Policies
- Encourage best practice and support of procedures to protect children and young people
- Be proactive in matters relating to safeguarding and health and safety
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by your Line Manager.
- Willingness to submit application for enhanced DBS check
- Willingness to support the aims and ethos of the Baytree Centre.
- Participate in termly INSET days comprising various strands: philosophical, theological and educational.
- Commitment to equal opportunities for all and to own continued development

Updated: January 2020

Due to the nature of the work this role is open to female applicants only
Equality Act 2010 : Schedule 9 : Occupational Requirements