

ENGLISH TUTOR

Purpose of the job

To teach practical English to elder members of the Gurkha community living in the Borough of Brent.

To contribute towards curriculum development, work closely with colleagues in delivering workshops and assist Project Coordinator in preparing final report.

To be responsible for quality teaching assurance, data protection of students and other duties in liaison with overall project aims and objectives.

Duties

To ensure that appropriate lesson plans are developed to provide English language skills taught in parallel to the Life in UK workshops.

To undertake and record the enrolment, educational guidance and counselling of students.

To plan and prepare all classroom-teaching sessions including the organisation of all pre-lesson classroom arrangements.

Undertake student assessments and provide appropriate feedback to enable students monitor their progress.

To help supervise the work of voluntary or paid staff working within the group.

To provide project coordinator and BGNA trustees or executive members with a comprehensive course outline for publicity and monitoring purposes. To attend meetings with project coordinator and BGNA executive trustees when required.

To ensure that full records of course and lesson plans and evaluations are maintained.

To administer registers and keep records of student progress for statistical and project report purposes.

To undertake any other reasonable duties within the overall function of the job in agreement with the coordinator.

To maintain confidentiality and observe data protection and associated guidelines where appropriate.

Skills and competencies

Experience of teaching/training adults and senior citizens.

Be of a Gurkha background or have an in-depth understanding of the Gurkha community and the integration or social challenges they have been facing in the UK.

Candidate must be fluent in both English and Nepali (written and spoken)

A commitment and ability to comply with equality & diversity, health and safety policies.

Salary

Negotiable, depending on experience and qualification.