



**KALAYAAN**  
justice for migrant domestic workers

## **Volunteer English Teaching Assistant**

### **Role Description**

Thank you for your interest in volunteering with Kalayaan.

**Position:** Volunteer English Teaching Assistant.

**Location:** Kalayaan Office, Holland Park.

**Time commitment:** 1.75 hours on a Sunday every other week, for a minimum of six months during the school term, with no classes at half term.

**Start date:** As soon as possible.

**Responsible to:** English Class Coordinator.

Kalayaan is a small London based human rights charity which works to provide practical advice and support to, as well as campaign with and for, the rights of migrant domestic workers in the UK. Due to the unregulated nature of domestic work, many workers are subject to abuse, control, non-payment of wages, and in the most extreme cases, human trafficking for domestic servitude. Volunteers are a key part of our service.

As part of Kalayaan's commitment to improving the lives of domestic workers, we run volunteer led English classes to enable our clients to communicate well, integrate into society, understand their rights and to feel more empowered. Typically migrant domestic workers work long hours and their only day off is on a Sunday, therefore these classes are also an opportunity for students to socialise. Each class is taught by one teacher who is supported by one or two teaching assistants. Volunteers alternate on a weekly basis, so the commitment will be every other Sunday during school terms, with no classes at half terms.

The class levels range from Pre-Entry to roughly Entry Level 2, including some students who have little or no literacy in their native language.

#### **Duties**

- Supporting the teacher in delivering lessons.
- Supporting individuals or groups of students to get the most out of their learning.
- Helping students who need extra support to complete tasks.
- Possibility of teaching a class if the teacher is temporarily unavailable or if you wish to lead the class. This is optional.
- Teaching Assistants will not be responsible for planning and preparing lessons.
- Reading and responding promptly to emails sent by the English Class Coordinator.

## **Useful Qualifications, Skills & Experience**

- A teaching qualification is not necessary for the teaching assistant role.
- Good reading, writing and numeracy skills.
- Well organised and reliable.
- Experience of an informal / community education setting, though not essential.
- Be fluent in English.
- Confident and creative in interacting with people who speak English as a second language.
- Ability to work with colleagues and students from different cultural backgrounds.
- Sensitive to the needs of students who may be enduring extremely difficult personal circumstances e.g. exploitative employment conditions, very long working hours, or who may previously have been enslaved or imprisoned.
- Commitment to equal opportunities.

## **Training and support provided**

- Induction with member of staff.
- Ongoing training and support provided by the English Class Coordinator.

## **Limitations of post**

Immigration advice and services are regulated under the provisions of the Immigration and Asylum Act 1999. It is a criminal offence to provide immigration advice or services unless a person is regulated by the Office of the Immigration Services Commissioner or other designated professional body. Under no circumstances should volunteers discuss immigration matters with clients. Whenever volunteers are approached by clients looking for immigration advice they should refer them to Kalayaan staff.

Volunteer roles are unpaid, but we will reimburse volunteers for travel costs (public transport) within London.

## **To apply:**

Please send your CV and Covering Letter (maximum length 1 side of A4 please) to [josie@kalayaan.org.uk](mailto:josie@kalayaan.org.uk). In your letter please briefly explain why you are specifically interested in volunteering with Kalayaan, and include the contact details of two referees that we may contact if you are successful. Please note that Kalayaan will not contact referees without prior consent from the applicant.

Please call 0207 243 2942 for further details.