



# KALAYAAN

justice for migrant domestic workers

## **Volunteer English Teaching Assistant**

Job Advert

*Thank you for your interest in volunteering with Kalayaan.*

**Position:** Volunteer English Teaching Assistant.

**Location:** Kalayaan, 13 Hippodrome Place, W11 4SF London. This is not a remote position.

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

**Time:** Lower class: 10am-11:40am; Higher class: 12:20pm-2pm.

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

**Responsible to:** English Class Coordinator.

### **About Kalayaan**

Kalayaan is a London based human rights charity that 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 under-regulated nature of domestic work and the very restrictive ODW visa, many workers are subject to abuse, control, non-payment of wages, and in the most extreme cases, human trafficking for domestic servitude.

As part of Kalayaan's commitment to improving the lives of domestic workers, we run 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 1, including some students who have little or no literacy in their native language.

### **Responsibilities**

- 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.

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

- A teaching qualification is not necessary for the teaching assistant role but experience teaching English as a second language would be extremely valuable.
- Good reading, writing and numeracy skills.
- Reliable.
- Experience of an informal/community education setting, though not essential.
- Fluent in spoken and written 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
- Ongoing training and support provided by the English Class Coordinator.

### **Limitations of post**

Volunteer roles are unpaid, but we will reimburse volunteers for travel costs (public transport) within London (zones 1 to 6).

Unfortunately, we cannot sponsor candidates, and we cannot recruit volunteers on Visitor visas.

### **To apply**

Please send your CV and a short Covering Letter (maximum length 1 side of A4 please) to [info@kalayaan.org.uk](mailto:info@kalayaan.org.uk).

In your letter please briefly explain why you are interested in volunteering with Kalayaan, and include the contact details of two professional or academic referees that we may contact if you are successful. Please note that Kalayaan will not contact referees without prior consent from the applicant.

Kalayaan will arrange and fund DBS checks for successful applicants.

Please call 0207 243 2942 or 07949 947 756 for further details.

### **Equal opportunities statement**

Kalayaan is committed to providing equal opportunity to everyone wishing to apply for this role. Please let us know if you require any reasonable adjustments to submit an application. If you are invited to an interview, and also if you are offered the role, we will invite you to let us know of any reasonable adjustments you will need Kalayaan to make to help you perform the interview and the job.