

Jaccari

time to teach



Oxford Volunteer
Handbook 2023/24

Welcome to Jacari!

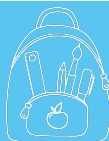
Thank you for choosing to volunteer with Jacari. We're delighted to have you volunteering with us! Together we can work towards creating a lasting positive impact for the pupils we work with in Oxford.

We hope you will find your tutoring experience rewarding and enjoyable. This booklet will help you make the most out of volunteering with us. Please read it carefully and keep it safe.

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"My Jacari lessons are fun and my teacher is kind. It teaches me more and when I go back to school I know it more. Thank you for helping me learn!"
- Siham



Contact details

Contact

The Coordinator is your first point of contact for all things Jacari. Whether it's a question about your pupil, a particular resource you need, or anything else, don't be afraid to get in touch!

Email: oxford@jacari.org

Phone: 07376 293596
Safeguarding line: 01865 570 110

Office Address:
The Source
Floyds Row
Oxford, OX1 1SS



Your Responsibilities

Staying in touch

Jacari offers a huge amount of support to its volunteers, so **please stay in touch** through the year. Regular feedback means we can solve any issues as soon as they arise, share information efficiently, and have a really strong message around what we do to share with our supporters - everyone's a winner!



Logging your hours

The tutor log is the main mechanism for feedback. We ask each volunteer to record when they are teaching and they are invited to comment on what topics they are working on. It only takes a few minutes to complete and is very useful to Jacari, so please remember to do this. We will remind you to log your hours via our volunteer newsletter and Whatsapp.



Safeguarding

safeguarding@jacari.org / 01865 570 110

Safeguarding issues occur extremely rarely for tutors. However, all tutors have a responsibility to keep children safe. You must keep safeguarding at the front of your mind, and regularly revisit the volunteer safeguarding guidelines for more information.

If you notice any indicators of abuse:

Contact the Coordinator immediately, even if you suspect there is a reasonable explanation - it is the Coordinator's job to decide if any further action needs to be taken.

If a child tells you about abuse:

Allow the young person to speak without interruption. Do not ask further questions, as interviews must be conducted by professionals. Do not promise to keep the disclosure a secret. Record the facts and pass them straight on to the coordinator.

If for whatever reason you feel unable to talk to the Coordinator, please contact the **Chair of Trustees on: trustees@jacari.org**



First steps

Checklist

- DBS check ✓
- Online safeguarding course ✓
- Volunteer induction training ✓
- Receive match email ✓

If you have completed everything on the checklist, it is now time to arrange your first lesson. This should be done as soon as possible.

Our aim is that your first lesson will take place within two weeks of the match email being sent. Volunteers tutoring at the pupils home will need to arrange their first lesson by getting in contact with the parent/carer via the contact details in the match email.

Volunteers tutoring in school will not need to contact the family, but will need to respond to the match email confirming that they are able to attend the first in school session. This will be outlined in your match email.



Contacting the family- At home tutoring

Teachers gain consent from the pupil's family prior to referring them to Jacari. Therefore, the family should be expecting you to get in contact with them. Many pupils have been waiting a while for a tutor and they get very excited when they are told their lessons are starting!

Remember that parents may not speak or read English confidently or at all, and so you may not receive a reply straight away. Please try to call, message (via text or Whatsapp) and leave a voice message. They may need support with replying to your message or may need to use a translator. Please let your Coordinator know if you are struggling to arrange your first lesson.

Top tips for making contact

- Use clear, simple English
- Speak slowly
- Check who you are speaking to
- Refer to the school's name and the pupil's name
- Introduce yourself and remind the family what Jacari is (perhaps by saying 'extra English teaching for your child'). It may be some time since they signed up
- Refer to yourself as a teacher, rather than tutor



Contacting the family - At home tutoring

- Be prepared - know when you can and can't teach! Have some days and times ready to suggest
- Be persistent - try calling at different times of day
- If you don't get a response send a text or WhatsApp message - the parents' reading skills may be stronger than their listening skills
- Send a follow up text to confirm what you have organised

Please let the Coordinator know when you have successfully arranged your first lesson

Possible issues

- Contact details out of date, or number/email repeatedly goes unanswered
- The family doesn't understand what Jacari is despite your attempts to explain

If either of these issues arise, please contact the Coordinator ASAP and we can get a message to the family via the school

Don't give up, and ask for help promptly if an issue arises

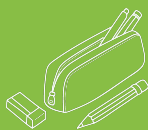


First Lessons

- Ensure you have the information you need about your pupil
- Check the address and the exact location of the house or school
- If you are tutoring at your pupil's home, send a reminder text, or call, to let the family know you're on your way

Tutoring at home: Arriving at the house

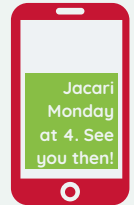
- If a child answers the door, ask to speak to a parent/carer and introduce yourself. If no adult is in the house, you will not be able to teach a lesson
- Ask whether you should take your shoes off. In some households this is expected
- Establish where your lessons will take place. You should be in easy reach of family members. If you are alone with the child in a room, ensure the door is left open
- Be aware that there may not be an available table to work on. Be flexible – next time you may need to bring a clipboard
- Many families like to make food for their tutor. If you do not want the food, it is perfectly fine to politely refuse



First Lessons

Week to week

When you leave the house, say goodbye to the parents and confirm next week's lesson. You might also want to phone or text them to remind them each week

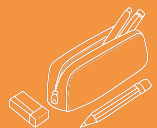


Travel expenses

Jacari is a small charity, and many of our volunteers choose to forego travel reimbursement as a form of donation. This is greatly appreciated. However, no volunteer should be deterred from tutoring because of travel costs. If necessary, Jacari can refund travel expenses. To get a travel expenses claim form please email the Coordinator.

Welfare

It is extremely unlikely that you will encounter any danger when tutoring. However, if you do ever feel uncomfortable or threatened, you should leave the situation and contact the Coordinator. Your welfare is of primary concern to us.



Personal development

Being a Jacari tutor can at times be challenging, but overall is an enormously rewarding experience which will help you develop many useful skills such as communication, time management, creativity and self-evaluation.

Many Jacari volunteers go on to become teachers or work with young people in some capacity, but even if you don't choose this career path, Jacari is fantastic experience that employers will look on favorably. Remember to attend our workshops to make the most of your professional development during your time with us! development during your time with us!

References

When you have finished volunteering with Jacari the Coordinator can provide you with a certificate to demonstrate your work and commitment.

The coordinator will also be happy to provide references for job and internship applications - **email oxford@jacari.org**



Planning

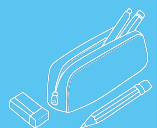
Planning your first lesson

The aim of your first lesson should be to help your pupil feel comfortable around you. Remember, they might be nervous about meeting you for the first time! Have lots of ideas including some fun games, and be flexible!

It's also a great opportunity to gauge their level in speaking, listening, reading and writing. If you can, ask them to do the self-assessment in the First Lesson Pack and share the results with the coordinator - this is really helpful for our monitoring and evaluation.

You can also ask to look at some recent schoolwork to help determine their level, or ask them to write a summary at the end of the lesson so you can look at the difference between their speaking and writing.

As you continue to teach, consider keeping a lesson diary to prompt you to think about making connections between your lessons. You might find it helpful to make a quick plan for the next week's lesson immediately after the previous one, whilst your observations are fresh in your mind.



Planning - Tips for first lessons

Top tips

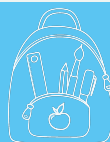
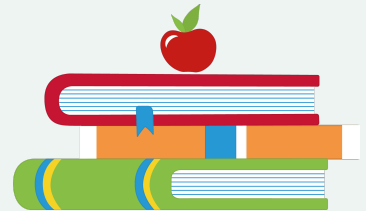
- Smile and be encouraging
- Talk slowly and clearly
- Ask your pupil about their native language
- Get to know your pupil and talk about topics that interest them
- Be flexible if your pupil is struggling to concentrate. Have a few different ideas until you understand how best your pupil learns
- Include some games in your lesson planning
- Keep it simple and fun!

When you leave each lesson, note down the following:

What were the main areas of difficulty?

What would you like to focus on improving?

How could you use their personal interests in a future lesson?



Resources

We are here to help you! Jacari offers a wealth of resources and support to make you into the best tutor you can be.

Jacari website

We have links to our favourite websites for finding free online teaching resources on our website. You'll find games, worksheets, online interactive resources, e-books, top tips and more. Go to - jacari.org/teaching-resources

Shared Drive

We also have a link to our Shared Drive with more free resources, lesson planning ideas and much more! Go to - jacari.org/teaching-resources

Oxford Office

We have lots of useful games and books in our Oxford Office which can be borrowed by all of our volunteers. Please send the Coordinator a message to arrange a time to go in and take a look!



Ideas & Activities

Storytelling: read a book to your pupil and ask them questions about it as you read

Spot the difference or 'where's wally' pictures are a good way to match vocabulary to images. Use screenshare to do this!

Find a fun children's poem and think about rhyming words. Get your pupil to make up their own!

Theme your lesson around current events: birthdays, sports events, news items

Everything can become a game. Try word searches, crosswords, or beat-the-clock activities

Play games which involve vocabulary eg. I Spy, 20 questions, anagrams



Community

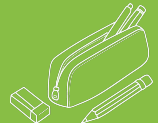
Kids' Events

Our events are an important and exciting part of volunteering with Jacari. Many Jacari pupils do not get the opportunity to attend these kinds of events very often, so they are incredibly valuable. Past events have included trips to the Natural History Museum, the pantomime, and the Oxford Ice Rink. Events are free for all! Parents and volunteers are encouraged to attend these events - the more the merrier! We will let you know about future events, via email and Whatsapp.



Volunteer Events

Our volunteer socials are a great place to share tips and meet other tutors and are often organised by our Volunteer Committee. Dates for these will be shared in our newsletter and social media.



Community

Fundraising

As a small charity Jacari relies on donations and fundraising to be able to run our tutoring programme each year. We are so grateful to anyone willing to support us by organising an event or a sponsored activity. No idea is too big or too small!

Committee

Jacari is supported by a fantastic student committee. Joining the committee is a great way to gain experience, meet new people and support Jacari even further. We recruit every March, so keep your eyes peeled for opportunities!

College Reps

If you are an Oxford University student, you could be a Jacari rep for your college! this could involve:

- Putting up volunteer recruitment posters and promoting Jacari on college socials
- Applying to your JCR for donations to Jacari
- Connecting students at your college to Jacari

If you are interested in any of these opportunities please contact the Coordinator



Troubleshooting

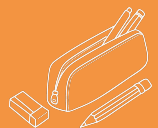
The first thing to do in any instance where you have a problem regarding volunteering with Jacari is to contact the Coordinator.

It's always good to be prepared for unexpected difficulties, so here are some common issues and what you can do:

"I am struggling with the workload"

Studying for a degree can be stressful, and your wellbeing must come first. However, your Jacari lesson need not take up much time; in fact, it can provide a welcome break from your work. Think about whether your lesson is at the right time in the week for you. You could rearrange your lessons each term to fit around your peak workload times, or make use of internet resources, or other volunteers, to save you time.

'My lessons with Sami are really nice because they're relaxing. Having something to focus on in which everything I do is going to help, is a very nice break from Physics work!' - Joe, volunteer



Troubleshooting

"My pupil is hard to work with"

Focus on having fun with your pupil. Getting them to enjoy learning can be just as impactful as delivering a hard topic. Use short, varied activities, interesting resources, and lots of encouragement to keep your pupil motivated.

"I don't know what to teach"

This is an easy one! Jacari can offer tons of support on planning. This booklet is a great starting point, or you could visit the Jacari library, look online or email the teaching officers for advice.

Coordinator:
oxford@jacari.org

"My relationship with the family isn't good"

Sometimes it's not clear to families that tutors are volunteers, and can't be available like a paid tutor. Make sure you communicate changes with the family. Let them know in plenty of time if you need to cancel a lesson, and don't assume they know your university term dates. You may also find it helpful to confirm each lesson by phone or text on the day.



Jacari and beyond

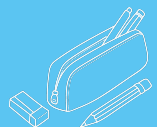
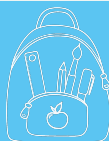
Leaving Jacari

When you sign up to be a volunteer, we ask you to make a year-long commitment. Most tutors begin thinking about stopping tutoring when summer exams approach, although we encourage you to carry on throughout the year if you are in a position to do so. When you reach this point, there are a few important steps to take:

- **Explain the situation to your pupil's family**
- **Ask your pupil and their parent to fill out a feedback form**
- **Let the Coordinator know the date of your last tutoring session**

In any situation where you are considering stopping volunteering with Jacari before the end of the academic year, please **contact the Coordinator at the earliest opportunity.**

We understand that sometimes unforeseen circumstances mean you will not be able to fulfill your commitment. This situation only becomes a problem when tutors do not communicate changes in circumstances and families are left not knowing if or when they will get a replacement tutor. Keeping the Coordinator in the loop is essential so that we can find a replacement and communicate with the school, family, and anyone else who might be affected.



Thank you and good luck!

We hope you have found this handbook useful, and are excited to begin your journey with Jacari!

For further information please consult our other handbooks available at www.jacari.org:

- Safeguarding Booklet
- Games and activities booklet

