

## Teaching Officers

The role of Teaching Officer is an excellent opportunity for any student interested in education or looking to gain more teaching experience. This role is ideal for a student with an interest in teaching and current knowledge of EAL teaching methods. You will be key to developing and delivering our teaching workshops and sharing resources that support volunteers with their tutoring. We will also offer the opportunity for you to develop skills in teaching methods, public speaking and supporting volunteers throughout the year. You will also be expected to attend committee meetings and assist with committee events. We would also encourage you to take initiative in projects that support volunteers in their tutoring.



### **Responsibilities:**

- *Teaching sessions - you will develop and deliver a range of teaching sessions for new volunteers:*
  - *Delivering teaching inductions to new volunteers on a rolling basis (approximately 4-5 sessions in each of the Autumn and Spring terms). These will likely be a mix of in-person and zoom training sessions, and you can split the work between four of you with at least two teaching officers delivering each session.*
  - *Running and organising extra teaching workshops for volunteers to develop their skills throughout the year*
- *Resources - you will support volunteers with resources and guidance by:*
  - *Supporting the management and building of the Jacari library of resources for volunteers, such as books, games, worksheets and other useful lesson materials, both online and in the office*
  - *Working creatively to create networks for Jacari volunteers to share teaching resources and ideas.*
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- *Committee - you will be an active member of the Jacari student committee by:*
  - *Attending bi-weekly committee meetings during the term time*
  - *Supporting other committee members in their projects when needed*

*Person Specification:*

*Essential:*

- *Strong communication skills*
- *Confident public speaker and would enjoy leading training online and/or in person*
- *Experience of either Jacari volunteering or other tutoring work; or experience in education and teaching methods*
- *Enthusiasm for the work Jacari does and a passion for tackling educational inequality*

*Desirable:*

- *Previous or current Jacari volunteer*
- *Experience of education/teaching methods related to English as an additional language*
- *Studying a teaching-related course*