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**RefugEAP Volunteer Tutor: Role Description**

**Outline of the RefugEAP programme**

RefugEAP is a free, online, part-time English for Academic Purposes (EAP) programme for refugee-background students. It has been developed by staff at the [University of Leicester’s Sanctuary Seekers’ Unit](https://le.ac.uk/cite/sanctuary-seekers-unit) and the [University of Leeds Language Centre](https://www.leeds.ac.uk/language-centre). The programme has been designed to not only promote inclusivity by creating opportunities for more refugee-background students to access EAP provision; it also aims to take an inclusive approach to the course content and pedagogical processes, through adopting principles oftrauma-informed social justice education, with an emphasis on inclusivity, student choice and agency, critical thinking, social responsibility and personal reflection. We received [BALEAP Research Funding](https://www.baleap.org/news/call-for-2022-baleap-research-funding-proposals) in 2022 to develop, pilot, monitor and evaluate this approach. More information about the programme can be found [here,](https://le.ac.uk/cite/sanctuary-seekers-unit/initiatives/refugeap) and a presentation with a detailed overview can be found here: [Introducing the RefugEAP Programme](https://www.youtube.com/watch?v=g3uqIXqmxnc).

We will be running the following modules in the next academic year:

Module 1: 10-week group course (October-December)

Module 2: 10-week 1-to-1 mentoring/ workshop programme (January-April)

**Who is this role suitable for?**

We currently have a team of volunteer teachers, but welcome expressions of interest from practitioners with experience of teaching EAP who also wish to contribute their time and skills to a social justice cause, but have not yet had the opportunity to do so. We would like to emphasise that we are not able to recruit tutors who have little or no experience of teaching EAP, as we do not have the capacity to provide additional training and support in this area. However, we will provide training and support in the areas outlined in the ‘Support Provided for Tutors’ section below, and expect that this will attract tutors who are keen to develop their knowledge and practice in these areas.

**Volunteer Tutor Roles**

**Module 1**

*Role 1: Group Tutor*

This role involves teaching one 90-minute EAP online session per week for a 10-week block. Teaching materials will be provided.

You will need to:

* Be available to teach an evening session during the week (e.g. 6-7.30 pm)
* Liaise with your co-tutor
* Complete any marking required for your class

*Role 2: Personal Tutor (individual or group)*

This role involves conducting tutorials (individual or group) throughout the 10-week block.

You will need to:

* Arrange regular tutorials (20 mins each) with up to 5 students (or a group) over the 10-week period
* Support students with an academic focus, but be prepared to respond to pastoral concerns
* Flag up potential problems (e.g. pastoral issues) to the RefugEAP co-ordinating team
* Complete any marking required

For all roles you will need to:

* Complete tutor induction and training sessions (e.g. trauma training)
* Keep accurate registers
* Attend tutor meetings
* Flag up potential problems (e.g. pastoral issues) to the RefugEAP co-ordinating team

**Module 2**

*Role 1: EAP Mentor*

This role involves mentoring 1-3 students (5-10 tutorials each) across the 10-week period

You will need to:

* Arrange regular tutorials (30 mins each)
* Set weekly tasks/ follow-up activities depending on student needs
* Support students with an academic focus, but be prepared to respond to pastoral concerns
* Flag up potential problems (e.g. pastoral issues) to the RefugEAP co-ordinating team

*Role 2: Workshop Tutor*

This role involves delivering regular or one-off workshops, depending on your availability and areas of expertise.

You will need to:

* Indicate your availability for regular or one-off workshops (e.g. IELTS preparation/ General English/ Academic English)
* Complete marking as required (e.g. writing mocks)

For both roles you will need to:

* Complete tutor induction and training sessions (e.g. trauma training)
* Keep accurate registers
* Attend tutor meetings
* Flag up potential problems (e.g. pastoral issues) to the RefugEAP co-ordinating team

**Other considerations**

Volunteer tutors can get involved in either Module 1 or Module 2 (or both) depending on their availability. You may also like to be involved in a ‘cover’ capacity. We are mindful that this is a volunteer role, so wish to ensure that whatever commitment you make is realistic and sustainable for you.

**Qualifications / Knowledge / Experience**

* Relevant EAP teaching experience (e.g. minimum two summer pre-sessionals or equivalent) - essential
* A recognised TEFL (e.g. CELTA) or general teaching qualification (e.g. PGCE) - essential
* Computer, microphone, webcam and good internet connection - essential
* Experience of teaching online - desirable
* Experience of teaching refugee-background students - desirable
* DELTA (or equivalent) - desirable

**Qualities and Skills**

* Ability to work successfully with students from a range of cultural backgrounds
* Awareness of (and sensitivity to) hardships that refugee-background students might have experienced or still be experiencing
* Good level of sensitivity and responsiveness to students’ emerging needs
* Willingness to try different pedagogical approaches, particularly those which fall under the umbrella of social justice pedagogies
* Good level of organisation and self-direction (e.g. record-keeping, responding to emails punctually)

**Support provided for tutors**

* RefugEAP course syllabus and materials
* Induction session and continuing support from co-ordinators
* Training in:
* trauma-informed pedagogy
* sensitisation to the needs of refugee background students
* social justice pedagogical principles that underpin the course

**How to apply**

If you are interested in applying, please email Aleks Palanac / Deirdre McKenna at refugeap@leeds.ac.uk with a copy of your CV. If you have any questions about these roles, please get in touch. Thanks for your interest in this programme.