



ELTS Community Team

Volunteer Roles

Teachers (online classroom)

Responsibilities:

- Preparing classes for beginner level, adult learners (based on suggested syllabus and materials provided)
- Teaching English language classes to beginner level, adult learners via Zoom.
- Classroom record keeping (online)
 - Registers
 - Work records
- Regular communication with coordinator, other teachers and teaching assistants (where applicable)
- Support and effective utilisation of teaching assistants when applicable to the class
- Adherence to our volunteer agreement
- Undertaking any mandatory training (e.g. Safeguarding, GDPR)
- Working in line with the University core values

Who we're looking for:

- Qualified teachers (CELTA or equivalent / PGCE with relevant experience and knowledge base)
- Teachers confident enough with technology to have a go at classroom teaching via Zoom
- Teachers with sufficient tech and wifi access to provide classes via Zoom
- Teachers open to working with others (observers, TAs, team teachers etc.) within their classroom
- Teachers able to plan and deliver both independently and collaboratively
- Teachers able to keep effective records



Teachers (distance learning)

[This project is currently in a trial phase, but we're accepting expressions of interest from volunteers to help us determine viability]

Responsibilities:

- Preparing teaching materials and tasks suitable for beginner level, adult learners (based on suggested syllabus and materials provided)
- Delivering English language teaching to beginner level, adult learners via email
- Marking work submitted by learners
- Tailoring feedback and follow-up tasks to individual learners
- Classroom record keeping (online)
 - Registers
 - Work records
- Regular communication with coordinator and other teachers
- Adherence to our volunteer agreement
- Undertaking any mandatory training (e.g. Safeguarding, GDPR)
- Working in line with the University core values

Who we're looking for:

- Qualified teachers (CELTA or equivalent / PGCE with relevant experience and knowledge base)
- Teachers confident enough with technology to provide distance learning materials via email
- Teachers with sufficient tech and wifi access to provide regular materials and contact for learners via email (contact is expected 2-3 times per week)
- Teachers able to plan and deliver both independently and collaboratively
- Teachers able to keep effective records



Teaching Assistants (online classroom)

- Supporting teaching in an online classroom (via Zoom) inc. the following under supervision of / with guidance from qualified teachers:
 - Facilitating group work
 - Preparing activities for beginner level, adult learners
 - Running short activities within an online classroom (via Zoom) e.g. warmers / games
- Regular communication with coordinator, teachers and other teaching assistants
- Adherence to our volunteer agreement
- Undertaking any mandatory training (e.g. Safeguarding, GDPR)
- Working in line with the University core values

Who we're looking for:

- Experienced teaching assistants / individuals with an interest in pursuing language teaching
- TAs confident enough with technology to participate effectively in classroom teaching via Zoom
- TAs with sufficient tech and wifi access to participate effectively in classes via Zoom
- TAs able to plan and deliver both independently and collaboratively