



**Hillingdon
Refugee
Support
Group**

Supporting and empowering young people

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English or Maths Support Tutor

Hillingdon Refugee Support Group

Organisation Description:

Our aims are broadly outlined in our mission statement which is as follows;

Mission statement:

To bring, hope, dignity, and empowerment to unaccompanied refugees and asylum seekers aged 16-21 (up to 23 if still looked after) in Hillingdon. To work with individuals regardless of background, providing a welcome reception and both care and practical support in order to enhance their quality of life.

The primary focus of our work is a befriending service BHUMP (Befriending Hillingdon Unaccompanied Minors Project) established in 2005 which offers friendship, practical and emotional support and training to young unaccompanied refugees and asylum seekers in order to combat their isolation and aid integration into the community.

Main Activities

- Outreach weekly Life Skills Services to hostels and supported accommodation
- Weekly Befriending Sessions working with Volunteers providing learning opportunities via structured activities
- Weekly one-to-one drop in providing support: English, Maths, Forms, CV, Job Interview, Emotional support, etc.
- BHUMP Dine with ME a cooking life skills project enabling interaction with non-refugee peers in community
- Bursary assisting education development.
- Arrival packs providing orientation to new arrivals
- Raise awareness in wider community ensuring positive presentation of refugees
- Recruitment, training volunteers
- Practical support food and clothing donations

All activities provided designed to build confidence, provide safe opportunities for sharing and development enabling integration into British society

JOB TITLE	English / Maths Tutor
REPORTING TO	Project Director
HOURS	Subject to student availability

English / Maths Tutor Role description:

- To facilitate English or Maths lessons for young unaccompanied refugees/asylum seekers aged 16-25.
- To develop their capacity to enable them to communicate and engage more confidently. The content of lessons varies depending on the level of the young person's English or Maths.
- The aim of each lesson is to encourage the students to communicate with each other using the structures and vocabulary they have learnt, and to improve the four basic language skills: listening; speaking; reading; and writing.
- Tutors to work with young people, to help significantly improve their English and Maths enhancing their chances of going on to further education, employment or training.

Types of Activity:

Typical tasks that may be carried out include but not limited to:

- Planning, preparing and delivering lessons/ support to a range of young people aged 16-25.
- Preparing and setting tests, and exercises.
- Marking and providing appropriate feedback on oral and written work.
- Organising and getting involved in social and cultural activities such as sports competitions, and excursions with young people.
- Devising, writing and producing new materials, including audio and visual resources;
- Attending and contributing to training sessions.
- Preparing information for inspection visits and other quality assurance exercises
- Teaching on a one-to-one basis
- Teaching on a group basis
- Basic administration, such as keeping accurate student registers and attendance records
- Participating in marketing events for the lessons/ classes.

Skills:

- Ability to work as part of a team

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Hillingdon Refugee Support Group English and Math Tutor Role

- Ability to work on own initiative
- Ability to keep information confidential
- Good at listening and communication skills
- Ability to work sensitively with others and show empathy
- Ability to uphold and to work within the organisation's Equal Opportunities Policy
- Willing to give consent for an Enhanced Criminal Records Bureau Check
- An understanding of the issues affecting unaccompanied refugees and asylum seekers

Personal attributes and attitudes:

Tutors should:

- Like young people
- Be good listeners
- Have effective communication skills
- Be both professional and passionate
- Be tolerant of the views and opinions of others but not be afraid to offer positive challenge

Tutors should have a commitment to:

- Pursuing the best interests of young people
- The value of formal and informal education
- Equal opportunities and anti-discriminatory practice

Additional/Specific Suitability's:

The tutor should have the drive and the patience to work with young unaccompanied refugees and asylum seekers, to improve their skills whilst adhering to the project aims.