

POSITION TITLE:	Classroom Support Volunteer (English as an Additional Language)
EMPLOYER:	North Melbourne Language & Learning inc (NMLL)
LOCATION:	Ground Floor 33 Alfred St, North Melbourne 3051
RESPONSIBLE TO:	Committee of Management, NMLL
REPORTS TO:	Supervising Staff Member, CD Worker
CONDITIONS:	As per Volunteer Handbook
DAYS:	To be negotiated with Community Development Coordinator
ORGANISATION RELATIONSHIPS:	
Internal:	NMLL Staff
External:	NMLL Students

POSITION CONTEXT

North Melbourne Language & Learning Inc. (NMLL) operates in a diverse and dynamic community on the North Melbourne public housing estate, delivering learning opportunities with an emphasis on community connectedness. The primary focus is to provide accredited and pre-accredited English as an Additional Language (EAL) education, and vocational, IT training classes for adults. A funded Community Development program began in 2007.

NMLL is a not-for-profit Neighbourhood House and Learn Local Registered Training Organisation located in the City of Melbourne Council area. NMLL offers a friendly and welcoming work environment.

NMLL believes that Volunteers have a valuable contribution to make to the community and are an invaluable resource which enhances the existing work of NMLL and allows NMLL greater outreach into the community.

POSITION OBJECTIVES and PURPOSE

The role of a Classroom Support Volunteer is to:

- Provide additional English language support (in some cases computer practise) for EAL students during classes under the guidance of a teacher in a friendly and supportive environment.
- Provide teachers with assistance with their administrative duties such as filing, photocopying and developing resources. This support enables teachers to put greater effort into the planning and delivery of their lessons.

KEY RESPONSIBILITIES AND DUTIES

Volunteer tutor

- Support the English teacher to deliver their planned lessons to students in the classroom by providing students with opportunities to practise their English or computer skills.

- Provide support to specific students within the classroom as identified by the EAL teacher.
- Provide support to groups of students to practise their English conversation, pronunciation, written and numeracy skills with specific exercises as directed by the EAL teacher within the classroom or another suitable location during class time.
- Assist the ESL teacher with delivering planned class room activities; games; discussion topics; and practise scenarios; to individual students or groups of students as instructed or identified by the teacher.
- Assist the teacher to develop classroom resources.
- Filing.
- Photocopying.

KEY SELECTION CRITERIA

1. Ability and willingness to work with and relate to people from Culturally and Linguistically Diverse (CALD) backgrounds
2. Commitment to work in an environment with people who are experiencing disadvantage relating to language difficulties, economic, educational and/or physical or intellectual disability.
3. Ability to read, write and speak English fluently.
4. Ability to take direction from supervising teacher.
5. Enthusiasm and patience.
6. A minimum of 6 month volunteer commitment
7. Consent to a police check prior to commencing as a volunteer

CONDITIONS OF VOLUNTEER PLACEMENT

All Volunteers with NMLL are required to:

- Provide two referees
- Adhere to the recruitment process as outlined on the NMLL website
- Agree to a National Criminal Records Check prior to commencing in their role
- Have an up to date Working With Children's Check
- Follow policies and procedures as outlined in the NMLL Volunteer Handbook and the One to One English program guidelines
- All NMLL volunteer roles are subject to a 1 month probationary period