

Position Description

Position:	EAL Teacher Assistant Volunteer
Supervisor:	English Program Coordinator
Location:	Based at Footscray
Time Commitment & Availability:	Typical commitment is 1 shift per week, for a minimum period of 12 months, with some flexibility.

Position Purpose

The English as an Additional Language (EAL) program provides free English lessons for ASRC clients seeking asylum, four days per week at the Centre. The EAL program has played a key role in empowering members and now has the opportunity to strengthen employment pathways through the development of a work-focused curriculum and model.

The EAL Teacher Assistant Volunteer plays a vital role in supporting the delivery of high-quality English lessons, working alongside teaching volunteers to assist clients in the classroom. This includes supporting clients with class activities, providing one-on-one assistance where needed, and helping to create an inclusive and encouraging learning environment.

About the Program: Education Program

The Education Program is vital in supporting clients to not only realise their potential, but also build their confidence and capability. Education programs are divided into three pathways: English for Work (EFW), the Asylum Seeker Vocational Education & Training (ASVET) program, and School Support.

The EFW pathway connects members with English language classes suited to their needs and location, helping to build the language skills essential for employment and everyday life. The ASVET program enables members to access government-subsidised Skills First VET courses, including certificates and diplomas, at TAFEs, Learn Local providers, and registered training organisations. Following a significant expansion in July 2023, the program now covers all visa types and is funded to support over 1,700 participants each year. School Support provides additional assistance for members navigating the education system for their children.

Organisational context

The Asylum Seeker Resource Centre (ASRC) is Australia's largest independent organization providing aid, employment, health services and advocacy for people seeking asylum. Powered by over 500 volunteers and 200 staff, we create welcoming and inclusive environments. Our organisational values are **Welcoming, Authentic, Courageous** and **Collaborative**.

Key Responsibilities

- Support the delivery of group English lessons by working alongside the EAL Teacher to maximise client engagement and learning outcomes
- Provide one-on-one assistance to clients during class activities to ensure all members can participate and progress
- Assist in preparing and organising lesson materials to enable the smooth and effective delivery of classes
- Contribute to a welcoming and inclusive classroom environment to support client confidence and wellbeing
- Provide feedback to the EAL Teacher on the client's progress and participation to inform lesson planning and support

What We're Looking For:

Essential:

- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)
- Reliability and willingness to commit to agreed-upon volunteer hours for at least 12 months
- Experience working with people from culturally and linguistically diverse backgrounds, with an understanding of cultural and gender sensitivities
- Well-developed communication and interpersonal skills
- A friendly, approachable and patient personality

Desirable:

- Prior experience in a similar role
- Lived experience as a person seeking asylum, or from a refugee background
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

The ASRC values lived experience, passion and commitment to justice and human rights for people seeking asylum over formal qualifications. You are encouraged to apply even if you do not meet every criterion.

Compliance:

Before commencing with ASRC you will be required to complete the following:

- Police Check
- Working with Children Check
- Volunteer Agreement
- Volunteer Training
- 3-Month Review Period