

## Teaching Groups online via Zoom

### **Volunteer tutor role description**

Plan lessons and teach small groups (up to 4) with whom you have been matched on a weekly basis for 1 hour per session. This role will be carried out from home using Zoom.

### Purpose

Our primary purpose, as ever, is to work with volunteers to support ESOL learners who don't have access to ESOL classes, particularly more vulnerable adult learners.

However, in the current situation of Covid-19, volunteering roles will be different. To be involved in this new aspect of the project, the volunteer tutor role will be:

- To plan and teach lessons to groups with whom you have been matched using teaching platform, Zoom
- Through this, you will provide some familiarity and reassurance to learners at this challenging time
- To support Glasgow ESOL Forum to continue to deliver lessons to learners at home, where possible with teachers that they know and trust

### What we want you to do

Overall, the tasks will be similar to working with a learner face to face.

### Plan

- Get to know your learners and their ESOL needs. You may have met your learners already. However, this is always an ongoing process

- Put together a plan of work based on your learners' needs. Fill out the Term Plan document\* with a rough outline of what you plan to do for each lesson. (This is just a guide. You may choose to use your own format for planning the term)
- Continue to review and, if necessary, adapt the plan as you go according to your learners' needs
- Take time to familiarise yourself with the Zoom platform and its features before teaching if you have not used it before. If you like, you can schedule a Zoom call with one the development workers to try it out.
- Write a brief lesson plan for each session. This doesn't have to be very detailed but should give you an idea of how you're going to structure the lesson

### Teach

- Teach a one-hour session weekly over Zoom on a mutually agreed day and time.(sessions may be shorter at first, until you both get used to it)
- Set regular homework for your learner and check up on this in subsequent lessons.
- Monitor progress and speak to your development worker about any difficulties or concerns you have.

### Check in

- Your development worker will be in the session at the beginning of the lesson as well as at the end. Let them know if you have any concerns about the role or about your learners.
- Keep a brief record of work for each session. This is so that development workers and any future tutors know what you have covered. There is also a section to record any problems that you had during the lesson

## **Limits of the Role**

- There is absolutely no pressure for you to do this. We realise this isn't something for everyone and totally understand if you'd rather not participate. We will be happy to welcome you back to volunteering in the future.
- Please continue to use the support of the development workers or manager. This is a new development for all of us and we want you to feel supported, while we develop this new way of working.
- As with community classes and other 1 to 1 matches, your role is to teach. If your learners require support with any other area (e.g. health advice, income advice, housing) speak to your development worker so they can signpost them to relevant support networks.
- It is likely that your learners might want to discuss COVID – 19. Teaching language around COVID – 19 is acceptable but please remember this will be a sensitive subject and should be raised only if your learner wants to discuss it.
- As we are a teaching organisation, we are not qualified in any way to give health advice. However, as a policy, we will pass on basic information from the NHS and Scottish Government.
- Please inform your development worker of the questions or concerns learners have about COVID –19, as we are monitoring this.
- Avoid meeting your learner outside the agreed time whether online or in person.
- You must only use the agreed method of meeting your learners. For small groups, this is Glasgow ESOL Forum's Zoom platform.
- Maintain learner confidentiality at all times. Avoid sharing any details about your learner with third parties (this excludes development workers and strategic manager where relevant)
- Avoid sharing your own or any other person's details (full name, address, phone number, email) with your learners or taking their personal details.

- Carefully consider the backdrop of your video to ensure you are not disclosing any personal information that may make you, or learners, uncomfortable. This might include expensive items in your home, family pictures.
- Ensure that your home cannot be easily identifiable, e.g. by landmarks from window
- Speak to your development worker if you are concerned about any aspect of confidentiality or child or adult protection, as per Glasgow ESOL Forum policies.

### Note on confidentiality

Development Workers will ensure that volunteers do not have access to confidential information or data, where possible. However, registers and learner notes, which volunteers may have access to are considered to be data and therefore need to be kept securely by the organisation, following our GDPR policy. These will be kept in a Google Docs folder which will only be accessible to the Volunteer Tutor and Development Workers.

On rough notes, please use learner initials, rather than full names. Be mindful of anything that can identify a learner.

No pictures should be stored or shared without learner consent. If you take a picture of your group or learner, please ensure your device is password protected. Any images should be shared with development workers immediately, who will store them securely. It should be deleted, once the image fulfilled its purpose, from your devices and not shared with a third party. We will only share photographs if we have a record of learner consent to do so.

### Volunteering from Home

We acknowledge that this is a different role to the one that you were carrying out with us. Should you choose to get involved with this new role, we would like to remind you that the development workers are still here to support you, via email, phone or video calling. If you have anything you wish to discuss, please get in touch.

From time to time we will offer training or drop-in sessions so that you can discuss your volunteering role with peers and development workers. Please consider participating in them if you are available.

## **Volunteering Expenses**

- Glasgow ESOL Forum can pay expenses for this role.
- Expenses can be covered up to £1.50 per session.
- This includes the cost of printing, props, internet and electricity
- If you wish to claim expenses, please complete the expenses form\* and return it to a development worker

\*All documents can be accessed through this link:

[https://drive.google.com/drive/folders/1biHTn6epiofWHzRGf\\_0HaSzYYs9YXHm8?usp=sharing](https://drive.google.com/drive/folders/1biHTn6epiofWHzRGf_0HaSzYYs9YXHm8?usp=sharing)

