

## **Velos Youth Job Description: Volunteer English Language Teaching Assistant**

**Placement length:** 3-24 months

**Location:** Athens

**Position type:** Voluntary with expenses

**Starting Date:** See description

**Application Deadline:** Rolling

Velos Youth and Refugee Youth Service support displaced children and young people, aged 16-23, to access their rights, in order to rebuild lives integrated within Greek society. This is achieved through the provision of a safe space that offers a range of basic and professional services, as well as connection with public and partner services. A program of activities centered around wellbeing, identity and social development is offered within the space, fostering feelings of belonging, self-worth and community. More information can be found [here](#).

Velos Youth and Refugee Youth Service are seeking an English Language Teaching Assistant to join their new 'Living the English Language' program, funded by the British and Foreign School Society. The project will run from December 2022 to November 2024, and applicants are invited to apply to volunteer for any period of up to 12-months. Applicants are requested to share which months they are applying for, when submitting their application. The position is voluntary but with a contribution towards living costs offered.

The successful applicant does not need to be a fully qualified teacher, though this is preferred. Experience of teaching English with the guidance of a qualified teacher is sufficient, whilst TEFL and TESOL certificates will greatly support a successful application.

### **About the program**

Today there are over 2,000 displaced unaccompanied children in Greece who upon turning 18 are expected to be autonomous. The ability to speak a common language is critical for this, and so many refugee support organisations in Greece (including Velos Youth and Refugee Youth Service) have provided Greek language courses. However the significant investment required by learners to achieve even a basic level is often unrealistic for people with insecure living conditions. At the same time, the tourist and hospitality sector jobs that typically absorb displaced persons in Greece, within which the English language is often of greater use, can be learnt within a far shorter space of time.

Many of the children and young people that come to Velos Youth have had varied, and sometimes very little, experiences of formal education structures. This means that they can struggle with more formal teaching methods such as textbooks, evaluation tests and grammar, and formal classroom settings. Velos Youth educational approach therefore has an integration

focus, and includes material and approaches which enforce self-esteem, promote self-awareness, provide life skills, a sense of security and acceptance. The environment of the lesson is interchangeable from English classes, seminars and workshops, and also features cultural visits and outings. By being engaged and active participants in class, the students cultivate a sense of responsibility and honor what they believe has value to them, and shape friendships which extend beyond the classroom.

English classes are taught everyday at the Velos Youth Centre, in a dedicated learning & library space. The library is open all day, Monday - Friday for young people to enjoy reading and to engage in self-study when classes are not taking place. Included in the program is also at least one cultural or community outing per month in which students will learn and practice English, in or in relation to, a specific context. Outings will include museums, concerts, libraries and local bookstores.

### **Responsibilities:**

#### Learning Support

- Supporting the direct delivery of a daily English class to children and young people at the Velos Youth Center, Athens
- Preparation of activities to be delivered during class time
- Co-implementation of the prepared activities during class time
- Library monitoring in order to maintain a calm and quiet environment for children and young people to read and engage in self-study, and to borrow and return books
- Supporting young people with their homework or with learning to read
- Preparing and planning for community outings, setting clear learning goals
- Overseeing community outings to ensure the safety, wellbeing and participation of all students

#### Monitoring & Evaluation (in liaison with the class teacher)

- Welcoming and registration new program participants using the Velos Youth online case management system
- Recording daily attendance and inputting into the Velos Youth online case management system
- Issuing baseline surveys and assessments for young people at the start of their learning journey
- Issuing follow-up surveys and assessments to measure young people progress against the core objectives of the project
- Writing teacher evaluations for regularly attending students, for funders and the students themselves to witness their progress
- Contributing to 6-monthly departmental M&E reports, and setting goals for the subsequent period

#### Other

- Option to deliver activities and workshops inline with personal interests and the needs and interests of young people accessing Velos Youth, outside of class time
- Communicating and coordinating with other Velos Youth team member's as part of a multi-disciplinary effort to support young people (including attendance at weekly team and case management meetings)
- Contributing to the general functioning of the Velos Youth Center, including maintenance and cleaning, and the collection of hot food from a partner NGO (as is the joint responsibility of all team members)
- Ensuring implementation and maintenance of the range of policies that govern the project
- Attending external education focused meetings and working groups, remaining open to prospective collaborations, and cascading information back to the team

## **Relevant Qualifications and Experience**

### ***Essential***

- Strong motivation to support displaced children and youth with their learning needs
- Fluent written and spoken English
- Experience of delivering or co-delivering structured activities to small groups, in any setting
- Proficient use of Microsoft and Google Workspace programs and softwares

### ***Desirable***

- A qualification or educational certificate in the fields of teaching and/or education
- Experience of working with children and young people
- Experience of working in an informal education setting
- Ability to communicate in Greek, Farsi/Dari, Urdu, Arabic, Bengali or French
- Ability to produce analytical reports from qualitative and quantitative data collection methods

To apply for this position please send a motivation letter and CV to [info@velosyouth.org](mailto:info@velosyouth.org). The project will run from December 2022 to November 2024, and applicants are invited to apply to volunteer for any period of up to 12-months. Applicants are asked to share which months they are applying for, when submitting their application.