



ENTRAIDE

Three Trees Community Centre
Hedingham
Grove Birmingham,
B37 7TP

Tel: 01217881087 **Mobile:** 07948602313

Email: info@entraideuk.org.uk

Web: www.entraideuk.org.uk

JOB TITLE: ESOL TUTOR

Terms of employment:

Salary: £13 per hour.

Type of Contract: 6 months initially with possibility of extension

Full time: 12 hours per week

Location: Office base in Chelmsley Wood and Solihull

Holiday entitlement: 24 days' pro rata plus statutory bank holidays

Requirements: The successful applicant will require a satisfactory Enhanced DBS check.

About Us

Entraide is a well-established charity based in Solihull. Our aim is to promote the wellbeing of refugees and asylum seekers in Solihull and across the West Midlands and to facilitate their integration into society. We are currently the only refugee specialist organisation in Solihull providing support to around 2,000 clients a year from 30 different countries of origin. We are regulated by the Office of Immigration Advice Authority (IAA) to provide advice at Level 1 Immigration and Level 2 Asylum & Protection.

We operate four main services: Casework, Integration and Resettlement support, Befriending, and Children and Family Activities.

Purpose of the Role

We are seeking to recruit a an ESOL Tutor to deliver engaging and accessible English language lessons to adult refugees and asylum seekers, supporting their integration, confidence, and ability to navigate life in the UK.

Key Responsibilities

- Plan and deliver ESOL sessions focused on speaking, listening, reading, and writing
- Carry out assessments to identify learner levels and needs
- Create a safe, inclusive, and culturally sensitive learning environment
- Support learners with practical language skills for everyday life (e.g., GP visits, shopping, job applications)
- Collaborate with volunteer teaching assistants, existing ESOL Tutor and Caseworkers
- Maintain attendance records and contribute to learner progress tracking
- Provide feedback and report any safeguarding concerns appropriately
- To maintain professional boundaries, impartiality, and confidentiality at all times.
- To keep appropriate, accurate and up to date records in the agreed format on main database in a timely manner.

- To develop positive and effective working relationships with the Service Manager and colleagues, including attending and contributing to meetings.
- Adhere to Safeguarding, Code of Conduct, Lone Working policies, and other legislation in relation to work.
- Adhere to Data Protection policy and maintain a high level of confidentiality.
- To carry out all work in line with the organisational policies and procedures.
- To carry out any other reasonable tasks commensurate with the role to meet the needs of the organisation and service users

Equalities and Diversity

- To provide services with due regard for equalities and meeting the needs of all potential and actual service users.
- To gain understanding of different perspectives to work effectively with people from all walks of life.
- To work with respect and tolerance for all colleagues, service users, and to value diversity and difference

Health & Safety

The post holder is responsible for:

- Cooperating with Entraide in delivering all legal responsibilities in respect of your own and your colleagues, service users and visitor's health and safety whilst at work.
- Adhering to and familiarizing themselves with Health & Safety Policy and procedures.
- Carrying out individual risk assessments to ensure that you do not expose yourself or others to unnecessary hazard in the workplace.

Skills & Experience

Essential:

- Teaching qualification or relevant ESOL teaching experience
- Strong communication and interpersonal skills
- Ability to adapt lessons to mixed-ability groups
- Empathy and cultural sensitivity
- Basic IT skills (email, Word, online resources)

Desirable:

- Experience working with refugees or vulnerable adults
- Knowledge of trauma-informed teaching practices
- Multilingual abilities

What We Offer

- Supportive team environment
- Opportunities for CPD and training
- Meaningful impact in learners' lives
- References upon completion of induction and commitment

Equal Opportunities Statement

We welcome and encourage applications from people of all backgrounds and pride ourselves on having a diverse workforce. As part of its recruitment policy, Entraide intends to ensure that no prospective or actual employee is discriminated against based on race, sex, nationality, marital status, sexual orientation, gender identity, employment status, class, disability, age, religious belief, or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

To apply: Please complete our application form and send it to: info@entraideuk.org.uk .

All successful candidates will be subject to satisfactory Disclosure & Barring Service and previous employment Checks before commencing their employment with Entraide.

For more information or an informal discussion about the opportunity please contact: **Ahmad Ahmad - Service Manager on 07931932607 or Alia Hussain- Volunteer Coordinator on 07508801401**

Application deadline: 31/10/ 2025 at 11:59pm.

Please note: Interviews will be organised on a rolling basis, and we will close this advertisement as soon as we have appointed a suitable candidate so, please don't delay applying if you think that you are the right candidate for this role.