JOB DESCRIPTION

POST TITLE: Volunteer Student Teacher

DEPARTMENT: Warwick in Africa Programme

POST RESPONSIBLE TO: Warwick in Africa Programme Director

SALARY: Voluntary position, all your costs will be covered (flights, accommodation, vaccinations etc). Each volunteer has a responsibility to fundraise to meet a target of £1,000 towards the further development of the Warwick in Africa programme

CLOSING DATE: Sunday 15th January 2017

JOB PURPOSE:

- To teach Maths or English in secondary level schools in Ghana, South Africa or Tanzania for a period of up to 6 weeks during Summer 2017 (placement dates vary but could be from 1st July – 10th September)

ELIGIBILITY

To apply for this programme you must:

- be a student currently registered on a University of Warwick degree course (undergraduate or postgraduate course)
- To teach Maths: be studying Maths or a subject where Maths is an essential component, or be able to demonstrate sound knowledge of no lower than A level standard Maths
- To teach English: be able to demonstrate sound knowledge of no lower than A level standard English Language/Modern Languages or experience of teaching English as an additional language
- be fluent in spoken and written English
- have some teaching experience (i.e. taught in schools in the UK/abroad, have a place on Warwick in Schools, TEFL, or other demonstrable teaching experience)

You must also have the ability to devise and implement fundraising ideas meet the £1,000 fundraising target towards the continuation and further development of the Warwick in Africa programme.

Please note, if offered a place, you will be asked to complete an acceptance and code of conduct form. If you accept a place on the programme and subsequently do not take up your place for reasons which are within your control, you will be liable to pay for any costs incurred to date. These costs are likely to include flight costs. Therefore, please ensure you think carefully before accepting a place on the programme particularly having regard to other commitments such as internships.
DUTIES AND RESPONSIBILITIES:

- To participate fully in the organisation of the trip and to provide promptly any information requested by trip organisers. This will include obtaining advice on vaccinations from your local doctor and evidence thereof to fulfill any country entry requirements.
- To attend the compulsory recruitment and training days.
- Take the initiative to work with members of your group in preparation for your time in Africa.
- Develop and implement fundraising ideas to meet the £1,000 fundraising target before you travel.
- Work alongside existing teaching staff in nominated schools in South Africa, Tanzania or Ghana to deliver the Maths or English curriculum, often with few resources and inadequate furniture.
- Work a full working week teaching around 5 to 6 different classes of up to 75 children for normally 7 hours a day plus some Saturdays and extra-curricular and revision activities. Duties will also include lesson planning, lesson preparation and marking.
- Identify learners' lack of knowledge and teach background topics to allow the introduction of more advanced topics.
- Coach small groups of children on specific topics.
- Identify opportunities for and initiate extra-curricular clubs (e.g. Sports, Language, Maths, Arts activities), giving a framework, motivation and possibly resources for continuation after your departure.
- Develop course materials appropriate to the target group and use them to deliver chosen topics.
- Participate fully in the life of the school.
- To recognise your responsibility as a Volunteer Ambassador of the University and ensure appropriate conduct to fulfill this role as set out in the Code of Conduct.
- Collect photos, stories and quotes to be used in communications about the programme.
- To fully complete all information required as part of the evaluation within the specified time period.
- You will be expected to participate periodically in a range of volunteer recruitment and fundraising activities, which may, for example include SU fairs; donor meeting; and receptions held with potential sponsors or alumni.
- On occasion, it may be necessary for the University to request your presence in meetings with donors, to help further our fundraising efforts. Requests will always be made in advance.
## PERSON SPECIFICATION

**POST TITLE:** Student Teacher  
**DEPARTMENT:** Maths Department / Warwick in Africa

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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<thead>
<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</th>
<th>MEASURED BY:</th>
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<tr>
<td>Demonstrable relevant teaching experience</td>
<td>E</td>
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<td>Evidence of excellent teaching skills to be able to teach Maths or related subjects or English to secondary school pupils up to A’level standard.</td>
<td>E</td>
<td>a, b</td>
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<td>Studying Maths, Physics, Chemistry or another subject where Maths is an essential component or able to demonstrate sound knowledge of no lower than A level standard Maths. or be able to demonstrate sound knowledge of no lower than A level standard English Language/Modern Languages or experience of teaching English as an additional language</td>
<td>E</td>
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<td>Ability to devise and implement fundraising ideas to raise at least £1,000 towards the continuation and further development of the Warwick in Africa programme</td>
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<td>Previous experience of volunteering activity or participation in extracurricular activities (e.g. a sports team / orchestra or other). Participation in the Duke of Edinburgh Gold Challenge or similar would be a particular advantage.</td>
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<td>Proven ability to work in a team and independently with tact and sensitivity.</td>
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<td>Ability to use own initiative to research educational, cultural and historical background in destination country.</td>
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<td>Self-motivation, flexibility and drive.</td>
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<td>Ability to think laterally and deliver innovative solutions to complex problems.</td>
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<td>Excellent communication skills: written, verbal and presentational.</td>
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<td>An understanding of the objectives of the project and issues facing destination countries.</td>
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<td>Previous experience of successfully undertaking challenges.</td>
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FURTHER PARTICULARS

Safety and Conduct

Teaching will take place in areas of deprivation in Tanzania, South Africa and Ghana. Students who are chosen to take part are required to attend compulsory training sessions.

Any students with ongoing health considerations should discuss their fitness to travel to such areas with their doctor before applying and should only apply if they and their doctor are confident that they will not be likely to require medical attention and that their travel to Africa will not cause any health considerations to be adversely affected or pose a threat to their health. Any medical conditions or medication you are taking must be disclosed to the programme team.

At all times while in Africa you will be representing the University. Your own personal safety and that of the group during your time on the programme are of paramount importance. We expect all involved to take these considerations very seriously and we therefore require all programme participants to sign up and adhere to a Code of Conduct (see below for information) before their place on the programme is confirmed. Any breach of that Code will be taken very seriously and will be subject to the University’s disciplinary procedures. For this reason, and for security reasons, excessive consumption of alcohol during the trip is prohibited.

Travel arrangements are made centrally from a UK airport (normally London Heathrow), international students may travel from their home airport but all arrangements must be made and paid for individually, Warwick in Africa will reimburse reasonable costs.

Selection Process and Provisional Dates

- To be considered for a place on the Warwick in Africa programme you must be able to attend one of the selection days in person, dates to be announced.

- All successful applicants will also be required to attend compulsory training sessions, the first session will take place on Saturday 4th February. Further dates to be announced.

- All applicants must be available to travel from the end of term. Dates will be confirmed as soon as possible after selection. All applicants must be available until the beginning of the 2017/18 Warwick term.
**Subsistence and Expenses**

The exact detail of what will be funded for participants will differ according to the destination country and local circumstance but will include:

- Insurance
- Flights from UK Airport (travel from your home to UK airport is not covered)
- Transfers in Africa
- Accommodation
- A daily stipend to cover basic meal costs
- Refund of essential vaccinations
- Visas for travel to Tanzania and Ghana if necessary
- Some excursions

**Visa Requirements**

If you require a visa to travel you will be required to submit your passport to the Warwick in Africa Programme Office for a period of several weeks to allow for visa arrangements to be made. If you are not willing or able to do so you will be required to arrange your own visa where necessary.

**DBS Checks**

Successful applicants will need to apply for a DBS check (Enhanced plus Child's Barred List), if you have lived outside of the UK for more than 6 months in the past 5 years you need to obtain a criminal record check from the country(ies) where you have lived during that period. This is commonly referred to as a Certificate of Good Conduct. You will also need to apply for a DBS check (UK criminal records check) in addition to the Certificate of Good Conduct.