



investing hope, shaping futures

**RECRUITMENT PACK**

# ABOUT US

## Our Vision

A world where forced migrants are welcomed, safe, and have hope to rebuild their lives for a better future.

## Our mission

It is our mission to serve young people seeking refuge in the UK without families, some of whom have been victims of human trafficking, by offering them safe homes, as well as therapeutic support in all areas of their lives.

We believe each young person arriving on our shores has a dignity worth celebrating, talents worth discovering and a life worth living to its fullest potential, no matter what their past experiences or present circumstances.

We are committed to providing an inspiring environment that raises hope and strengthens resilience, enabling each young person to rebuild his or her life.

## Our Values

### Respect

Treating everyone with dignity in all circumstances.

### Integrity

**Unexaggerated truth**, expressed with humility, purity of motive and sincerity of intention, in both our words and deeds.

### Passion

**Embracing risk for the sake of the mission**, with courage to take bold risks and to innovate despite adversity.

### Grace

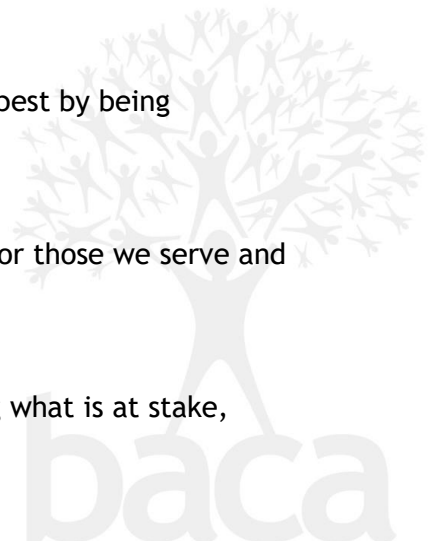
**Costly additional opportunity for everyone**, to enable us to be our best by being perpetual learners.

### Compassion

**Serving sacrificially**, rooted in an unwavering zeal to seek the best for those we serve and not self.

### Wisdom

**Finding a way through a challenge** by listening, learning, perceiving what is at stake, applying insight and considering diverse options.



# Our Impact, Outcomes and Goals

We are passionate about seeing young people who have experienced exploitation, bereavement, grief, loss and trauma as a result of war, persecution and or human trafficking, to become positive and empowered individuals, building on their resilience and strengths to contribute to the world around them.

## Outcomes

We deliver this impact through our therapeutic support for all areas of life, specifically aimed at achieving the following outcomes as described in our Theory of Change.

- Increased Personal Safety
- Increased engagement with Education, Employment and Training
- Improved Emotional Wellbeing
- Improved Physical Wellbeing
- Increased Social engagement

## Strategic Goals

**Strengthen** Baca's holistic service for young forced migrants, continuing to inspire hope and shape futures

**Enhance** Baca's service to maximise the potential of each young person

**Engage** locally, regionally and nationally to see a world where young forced migrants are welcomed, safe and have hope to rebuild their lives for a better future.

Thank you very much for your interest in this role at Baca. Baca's mission in seeking to inspire hope and holistic long term development for every young person we work with has been recognised by Local Authorities we work with as of the highest quality.

We consider it an absolute privilege to be able to walk with the incredible young people we support on a daily basis. We take heart from the several positive stories of transition from those young people who have moved into adulthood. We are encouraged by the incredible strides they have taken to establish their lives for and be a positive contribution to the world around them.

However, we recognise the huge pressures they continue to face and therefore, we believe there is still a long way to go as we continue to learn from our young people. We believe there are greater depths of development for each young person to achieve so that they do not fall back into exploitation or any other dangerous environment.

If successful, you will be joining a passionate and committed team, at a very exciting time, who have a strong expertise in supporting unaccompanied young people seeking asylum, refuge and or are trafficked. You will find that the team are committed to our values, which has built a culture that seeks to allow everyone to be their best in order to give their best for the sake of the young people we serve. I hope you will find all the information you need in this pack or on our website ([www.bacacharity.org.uk](http://www.bacacharity.org.uk)) to help you complete your application. We wish you all the best!

Jimmy Zachariah  
CEO



baca

## JOB DESCRIPTION ESOL TEACHER (CAMBRIDGESHIRE)

<b>Responsible to:</b>	Team Leader
<b>Location:</b>	Baca office, Cambridge, England. The role requires some travel across the country to deliver Baca's services.
<b>Hours:</b>	10 hours per week
<b>Contract:</b>	Permanent
<b>Salary Band:</b>	£19500 - £23000 per annum pro rata

### Overall Purpose

To provide a dynamic and inspirational ESOL programme that will provide young people with the understanding and language skills required to adapt to life in the UK and prepare them for further study so they can be inspired to have hope for a better future.

We expect this role will develop as the year progresses to encompass the responsibilities as stated below.

### Duties & Responsibilities

- Delivering the Gateway ESOL, Maths and ICT programme to young people within Baca in a creative and interesting way to allow them to reach a standard of English where they can enrol on a course at a local college.
- Support the delivery of the following outcomes in line with Baca's Theory of Change through the teaching role, ensuring it is of the highest quality,
  - o Improved Physical Wellbeing,
  - o Improved Emotional Wellbeing,
  - o Increased engagement with Education, Employment and Training,
  - o Increased Social engagement and
  - o Increased Personal Safety
- Assisting in the recruitment and support of Gateway volunteers; encouraging them to lead through different sessions or pieces of work with the young people.
- On-going review and development of the Gateway ESOL & Maths programme to ensure it is meeting the needs of the young people and the requirements of the college courses.
- Liaising with Colleges and other education providers concerning course content requirements in order for students to meet entry requirement levels.
- Advising on annual budget requirements for the Gateway ESOL & Maths, in consultation with Management.
- Purchase of teaching resources in line with the allocated budget.
- Liaising with local Colleges and other education providers to register students on to the required courses and provide on-going support to ensure they are achieving in their studies.

- Liaise with support manager and key support workers to share information regarding student behaviour and progress within ESOL Gateway and at college.
- Maintaining student records and completing monthly reports in line with Baca confidentiality policies.

### General

- Be a role model, leading by example in practicing the Values of Baca.
- Play an active and supportive role within the organisation
- Take ownership of all administrative aspects of the role.
- Maintain strict confidentiality in relation to work undertaken and ensure all confidential material is stored according to Baca's Confidentiality statement and Data Protection Policy.
- Treat all staff and young people fairly and without prejudice, in line with Baca's Equality and Diversity policy
- Be adept in employing the correct procedures for dealing with any safeguarding incidences or concerns, in line with Baca's Child, Vulnerable Adult Protection & Safeguarding Policy
- Adhere to all Baca's policies and procedures.
- Ability to work flexible hours, including occasional evenings and weekends, in line with the needs of the team.

### Personal specification

Baca is looking for someone who can proactively participate in Baca's holistic and therapeutic young people services, through the role of ESOL Teacher. The young people supported by us are unaccompanied asylum seekers aged 16 to 18, some of whom are victims of trafficking. The successful applicant will have the ability to ensure the education we provide to the young people is of the highest quality and strives for excellence. They will be passionate about our work and be able to lead by example in building an empowering environment to enable each young person to be their best, being both a supportive leader and one that brings challenge where necessary. They will be a great people person who can develop key external relationships and work well with the staff team, linking in with the culture of family that exists within the organisation. The successful applicant will have the ability to ensure the project plan is followed in line with Baca's vision, values and strategic goals. This is a frontline role that will need the successful applicant to be working closely with young people in their houses from time to time. The role will require the successful candidate to complete an enhanced DBS check. The ability to travel across the UK when required, include overnight stays, is essential.



Competency Areas	Specification
Personal Attributes	<ul style="list-style-type: none"> <li>• Alignment with Baca's Value to achieve our vision, mission and strategic goals, is essential.</li> <li>• Ability to respond to change at short notice is essential.</li> <li>• Able to work as part of a highly diverse group of people.</li> <li>• Able to work in partnership productively with teams internally and external stakeholders is essential</li> <li>• Able to be accountable, take responsibility and be willing to learn is essential.</li> <li>• Self-motivation and flexible attitude to work.</li> <li>• Proactive individual who is willing to take initiative in getting involved in a range of activities.</li> <li>• Ability to be lead with hope, patience, calmness and tenacity in very challenging circumstances is essential.</li> <li>• Ability to think critically and creatively to innovate solutions</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Knowledge of issues, challenges and strengths of unaccompanied asylum-seeking young people who may also be trafficked.</li> <li>• Have a genuine concern for and commitment to young asylum seekers/refugees, and unaccompanied young people in particular.</li> <li>• Knowledge of what motivates young people and inspire creativity in learning.</li> <li>• Knowledge of safeguarding practices is desirable.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of teaching ESOL and Maths.</li> <li>• Experience of coordinating tasks, people and activities is desirable.</li> <li>• Experience of working with unaccompanied asylum seeking and trafficked young people is desirable.</li> <li>• Experience of working with young people, on a 1-2-1 and group setting.</li> <li>• Experience working in multidisciplinary teams across multiple teams and across wide range of stakeholders</li> <li>• Experience of working with local authorities and statutory agencies is desirable.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Able to lead strategically</li> <li>• Able to understand the big picture and apply this to the details, communicating this with the wider team and stakeholders.</li> <li>• Ability to manage multiple tasks any one-time, prioritising workload to meet competing deadlines.</li> <li>• Excellent verbal and written Communication skills</li> <li>• Excellent Team working skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent personal organisation and high attention to detail, working systematically to release staff team.</li> <li>• Ability to plan, promote and deliver sessions to a group of people.</li> <li>• Taking initiative and Problem-solving skills by analysing workable solutions is essential.</li> <li>• Good ICT skills for using Microsoft Office package.</li> <li>• Ability to manage budgets is desirable.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Ability to drive and having access to vehicle is essential</li> <li>• The successful applicant will be required to have an enhanced DBS check.</li> <li>• Adherence to all policies and procedure of the organisation.</li> </ul>

## How to Apply

You can apply electronically, by downloading and completing an application form from our website. Please return the completed application form, along with a CV to us by email or by post. Please ensure that your application demonstrates how your experience, skills and abilities meet the selection criteria set out in the Job Description and Person Specification.

Please also ensure you complete the equal opportunities monitoring form. Completed applications should be returned to us by **12:00 pm on 1 June 2022**.

Applications received after that time will not normally be considered for short listing.

Completed electronic applications must be sent to: **recruitment@bacacharity.org.uk** ensuring you clearly identify in the email the post you are applying for.

Applications sent by post should be marked confidential and for the attention of:

**Baca HR Department, The Baca Charity, Loughborough, LE11 5BX**

Due to the high volume of applications received, we regret, we shall not be able to contact applicants who are not short-listed.

## Interview Process

Interviews will take place on week commencing **6 June 2022**.

If you are successful, we will contact you as soon as possible after the closing date to let you know what the interview process will entail.

