



Guidelines for Teachers

School Year 2023-2024

ESRA is a voluntary organization of English-speaking volunteers, most of whom are native English speakers. One of the organization's flagship programs is the English Tutoring Program (ETP), endorsed by the Ministry of Education's English Inspectorate, where ESRA's volunteers, recognized as 'Teachers' Support Suppliers' (תומכי חינוך והוראה), assist pupils with their English studies. Volunteer tutors come to school once or twice a week, during a double period that coincides with the English lesson on the school timetable. The English teacher selects the pupil/s who require assistance.

Most of our tutors **are not teachers** and need clear guidelines of what to do when they are assisting pupils.

To enable the program to run smoothly, please note the following guidelines:

- Appoint a nominated English Coordinator from the school who the ETP Branch Coordinator will contact at the beginning of the school year to clarify mutual expectations and needs, and to arrange schedules for volunteer tutors.
- Provide a dedicated location where tutors can meet with pupils. This should be in an area conducive to learning and as close to the classroom as possible.
- Maintain periodic contact with the ETP Branch Coordinator, especially when problems are experienced. Establish ongoing communication procedures with the tutors in order to avoid situations where they arrive at the school to find pupils away or busy with other activities. We highly recommend communication by text message (SMS or WuP).
- Provide tutors with relevant guidelines / worksheets / course books.
- Provide on-going feedback to tutors about progress etc. of pupils being tutored.
- Use ESRA tutors to assist pupils whose level of English is low rather than for pupils who don't need assistance.

ESRA

In-School Tutoring Program

- Groups may be up to 4-5 pupils, it is also possible to send individual pupils or to rotate groups so as to maximize the effect of the program.
- Certain tutors prefer working with Non-native speakers of English, or pupils that cannot afford private lessons, please make an effort to accommodate their wishes.
- Ensure that pupils with special learning needs or problematic behavioral issues are NOT sent to tutors.
- It is essential to inform the tutors if the pupils are unavailable for the assigned day and time.
- Provide feedback on the program in the middle and at the end of the school year. Online forms will be sent to schools.

We look forward to an enjoyable and rewarding year of working together.

**A win-win program,
enjoyed and appreciated by pupils, volunteers and teachers**