

Volunteer Role Description

Title:	Volunteer Teaching Assistant (ESOL)
Location:	St Vincent Support Centre, 4 Berking Avenue, LS9 9LF
Responsible to:	Education Manager

Role Summary:

To support the tutors in delivering basic skills (literacy, numeracy, IT and ESOL) classes to adults in an informal support centre and to offer one to one tuition to adults who may need extra support during lessons.

Main Duties Include

- To assist tutors in identifying learners needs, developing suitable resources and lesson plans.
- To assist tutors and learners in maintaining accurate records of learning and attendance.
- To attend an induction session and supervision sessions when required.
- To be flexible and responsive to the needs of learners and tutors and to take initiative in offering support.
- To ensure that the education rooms, IT equipment and teaching resources are kept tidy, organised and accessible.
- Help learners to develop self-confidence, reduce anxiety or fear of failure and promote positive change through learning.
- Encourage and support learners in moving on to college or other courses or into employment.
- To work within the ethos, policies and procedures of the centre to contribute to an inclusive, non-judgmental support service.

Person specification

Essential:

- Have some previous experience working in learning setting or happy to build up experience.
- Have good communication skills and a friendly approach.
- Ability to work on own initiative and be a team player with a friendly and patient attitude.

- Have a commitment to social inclusion, active citizenship and lifelong learning with an understanding of wider issues which surround teaching ESOL.
- Understand health and safety and have a commitment to meeting H&S procedures.

Desirable:

- An understanding of the voluntary sector, either through paid or voluntary work.
- Understanding of ESOL students and their holistic needs and background.

Commitment required

Volunteer Teaching Assistant's will be required to commit at least 2 hours of their time per week for a minimum of 10 weeks on a set day.

Induction, Training and Development

Volunteer Teaching Assistant's will receive an induction and support throughout their role.

Expenses and support

St. Vincent's Support Centre has a policy to reimburse volunteer expenses; any travel costs incurred can be claimed back with a valid travel ticket.

Safeguarding

This role requires volunteers to work alongside vulnerable adults therefore references will be required and a DBS check may be required.