CLASSROOM VOLUNTEER ROLE DESCRIPTION

Role Title: **Volunteer Learner Support Assistant**

Unit / Section: Curriculum

Responsible to: Tutor / Line Manager

OVERALL PURPOSE:

To provide classroom support to individuals or groups of learners, offering an opportunity to gain hands on work experience.

MAIN DUTIES AND RESPONSIBILITIES:

Will be dependent on the role advertised, however may include the following:

1. To liaise with the class tutor in order to provide the necessary support to either an individual or groups of learners
2. To monitor learners' progress if required and liaise with class tutor / curriculum manager accordingly
3. To build a positive and professional rapport with a single learner or a group
4. To motivate and engage learners
5. To assist with ensuring that all equipment and facilities are used appropriately and safely
6. To assist with preparation of appropriate plans and learning materials for each session if necessary
7. To assist with tutorials and completion of ILJs as required
8. To ensure learners are provided with any missed course materials/resources if necessary
9. To assist with marking in class as appropriate and as requested by the tutor.
10. To inform the class tutor of any issues or concerns arising within individuals or groups
11. To participate in training where appropriate

VOLUNTEERS NEED TO HAVE:

A general awareness of:

- Adult education and the principles of supporting learners
- The importance of confidentiality and data protection

- Health & safety issues and the importance of personal duty of care
- Basic office processes
- The importance of expressing and maintaining a positive and professional attitude
- A commitment to equal opportunities & safeguarding

The following skills and abilities:

- Good knowledge of English, maths and IT
- Organisation and commitment to the role
- Excellent interpersonal skills
- Ability to work on own initiative and manage own time effectively
- Ability to work as part of a team

The following experience and/or qualifications:

- No formal qualifications are normally required; however, applicants need to show a willingness to develop their skills to at least Level 2 in English and maths with College support.
- Specific experience may be necessary for some roles - please refer to the placement advert for full details.

TO BE COMPLETED BY THE VOLUNTEER

I agree the above role description:

Name:			
Signature Role Holder:		Date:	

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE VOLUNTEER IS RESPONSIBLE TO:

Job Title:			
Signature Role Holder:		Date:	