**Role Description: Teaching Assistant**

**Responsible to:** Project Manager (Nicola Brooks)

**Responsible for:** Action Language students

**Organisational Context:** Action Foundation is a charity established in 2009 which tackles exclusion by providing opportunity. As Action Language, this is expressed through providing English language classes to those who can’t reasonably access them elsewhere.

**Role Description:**

To work with the volunteer teachers of our free classes to support students in their English learning, through providing feedback, interaction, and a friendly environment.

**Time Commitment:** 2 hours per week (minimum of one class)

**Tasks & Responsibilities:**

The following points are a guide, rather than a definitive list, to help with role definition. ESOL Assistants are expected to:

* Support the teacher in the delivery of English language lessons;
* Provide English support to students individually and in small groups;
* Provide English support to larger groups where appropriate;
* Attend sessions at the times agreed in advance with the coordinator;
* Attend appropriate training sessions or meetings (with the Project Manager or Coordinator);
* Treat all information about students as confidential;
* Respect the privacy of the students;
* Maintain appropriate professional relationships and boundaries with staff, volunteers, and students;
* Treat all students equally and be sensitive to cultural and religious differences;
* Report any concerns/difficulties regarding students directly to the Coordinator or Project Manager as early as possible;
* Abide by the ethos of Action Language.

**It is important to understand there are certain roles that a teaching assistant must not undertake - these include:**

* Counselling and advice;
* Any role that is usually done by a skilled professional, e.g. taking responsibility for someone’s financial and/or legal affairs;
* Physical help of any kind if you have not been trained;
* The role of a healthcare professional;
* Pro-actively sharing your personal beliefs.

**Personal Specification**

Knowledge/Understanding

* A genuine desire to support asylum seekers and other migrants
* An understanding of the need to maintain safe professional boundaries when volunteering
* An understanding of the need to maintain confidentiality
* Some basic awareness of the issues facing asylum seekers and other migrants (desirable)
* Experience with vulnerable people in a similar capacity, either paid or unpaid (desirable)

Skills/Abilities

* A commitment to empowering and enabling others
* Warmth, understanding, sensitivity and a willingness to listen
* Good functional use of English
* Strong interpersonal/communication skills
* A flexible approach to students whose needs may vary or change over time
* The ability to be supportive and non-judgemental regardless of students’ age, race, sexuality, religion or disability
* To be willing to learn from own and others’ experiences
* To maintain strong lines of communication with the Project Manager and Coordinator

*Thank you for your interest in volunteering with us.*

*If you have any questions, please do not hesitate to get in touch.*