



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 in Newcastle: 2 hours per week (minimum of one class) Monday to Friday between 9.30am and 4.30pm.

Time Commitment in Sunderland: 2 hours per week (minimum of one class) Tuesday to Friday 10.00am to 2.30pm.

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.*