**Local Services**

**Role Description**

**Post: Volunteer** Learning Support Assistant **Grade: Not applicable**

**Division: Local Services Section:** Birmingham Adult Education Service

1. **­­­­­­­­­­­­Role Purpose**
   1. To support and facilitate learning for whole groups or specific individuals, including online platforms, under the guidance and supervision of the Birmingham Adult Education Service (BAES) teacher.
   2. To provide subject specialist support where suitably qualified for subject specific courses such as GCSE English and maths, English for Speakers of Other Languages (ESOL), modern foreign languages, British Sign Language (BSL) and specific advanced level ICT courses.
   3. To support the achievement of learners with learning and/or physical disabilities, English, Maths, or other learning needs in Adult Education classes.
2. **Duties and Responsibilities**
   1. To attend an induction session at commencement of volunteer placement as required by BAES.
   2. To attend sessions as agreed with the Volunteer Coordinator, teachers and Learner Support Manager (LSM) to provide support and encouragement for one or more learners in a group.
   3. To use knowledge and specialist skills (where required) to assist learners in each session as directed and agreed with the BAES teacher – this may include one to one support with course related skills as appropriate.
   4. To utilise specific resources (including ICT where used) to meet individual needs of learners as directed and agreed with the BAES teacher.
   5. To provide equipment support where necessary to help maximise learners’ independence under guidance from the BAES teacher.
   6. To scribe/read/translate or interpret learning and assessment materials where permitted or appropriate, as agreed with the BAES teacher and Learner Support Manager.
   7. To be aware of, and work within, BAES policy guidelines with particular regard to Health & Safety, Equality & Diversity, Data Protection and Safeguarding & Prevent awareness.
   8. To complete online training in the above as advised at the interview stage.
3. **Supervision received**
   1. Supervising Officer’s Job Title: Volunteer Coordinator
   2. Supervision given in class: BAES teacher
   3. Level of supervision: Observation visits if/when required to maintain Service standards
4. **Special Conditions**
   1. A **DBS** check will be required for this role, therefore please inform us about any prior or pending convictions. Please ensure you have the relevant documentation as required. Further information will be provided at the interview stage.
   2. Attendance/completion of the following 3 mandatory BCC/BAES training modules is required on joining our Volunteer Scheme: Safeguarding, Prevent, Equality in the Workplace. Further information for centre Health & Safety awareness will be provided when a volunteer placement commences.

**Right to work in the UK documentation will be fully and thoroughly checked for all applicants. All non-UK and EU applicants are required to register and obtain a Share Code on the following gov.uk link: *https://www.gov.uk/prove-right-to-work* and must be approved for the type of work applied for, before any volunteer placement can be confirmed. This applies to all voluntary positions.**

**Observance of all Birmingham City Council policies, including Equality & Diversity and Code of Conduct, will be required.**

**Volunteer Guidelines (Handout) will be provided at the interview stage.**