**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) tutor.
   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 a mandatory induction session at commencement of volunteer placement as required by BAES.
  2. To attend sessions as agreed with the Volunteer Organiser, tutor and Learner Support Coordinator (LSC) 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 by the BAES tutor – this may include one to one support with course related skills as appropriate.
  4. To utilise specific resources (including IT where used) to meet individual needs of learners as directed by the BAES tutor.
  5. To provide equipment support where necessary to help maximise learners’ independence under guidance from the BAES tutor.
  6. To scribe/read/translate or interpret learning and assessment materials where permitted or appropriate.
  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.

1. **Supervision received**
   1. Supervising Officer’s Job Title: Volunteer Organiser
   2. Supervision given in class: BAES tutor
   3. Level of supervision: Observation visits when required to maintain Service standards
2. **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 mandatory BAES training modules is required on joining our Volunteer Scheme: Safeguarding & Prevent, Equality & Diversity and Health & Safety.

**“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 apply for a certificate of sponsorship from Birmingham City Council and must be approved by the UKBA before any employment offer can be confirmed”. This includes 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.**