



Volunteering Role Description

Teaching Assistant

Information

Team:	Life Skills and Community
Responsible to:	Head of Life Skills and Community
Hours:	Flexible, about 2 days per week
Location:	Various ELATT venues across London

About the opportunity

This opportunity is open to anyone who wants to gain some teaching experience in an informal setting or someone who simply wants to contribute by volunteering their spare time. If you are interested in supporting adults with English as a second language, this is a great opportunity.

As a volunteer teaching assistant you will have the opportunity to:

1. **Make a real difference.** ELATT is an Award-winning Grade 1 (Ofsted Charity) supporting people from a range of backgrounds to flourish in life. As a teaching assistant you will be supporting teachers in the delivery of lessons.
2. **Make the most of your existing skills and learn some new ones.** ELATT volunteers receive the same training and development (and CPD) as our staff members.
3. **Learn something about how projects and charities are run.** You will gain experience in project administration and will be able to see the organisational planning involved in running a charity.
4. **Be part of an amazing team.** ELATT volunteers are part of our delivery team and often say that they felt a part of our team when supporting us at ELATT.
5. **Volunteer expenses:** ELATT reimburses volunteers' travel costs and subsidise lunch (for those working a full day).
6. **Access to our courses:** You might find out about a course at ELATT that you would like to join.

Our Values:

Before applying for this role, please check that you answer yes to all the following questions:

1. You believe in the life-changing value of education
2. You celebrate and value diversity and the enrichment and benefit it brings to society
3. You thrive in a fast-paced environment and can re-prioritise your work plans according to events and needs
4. You believe in an empathetic and caring approach to team working, valuing the contribution of team members at all levels
5. You believe in the importance of continuous improvement and learning new skills

Read more about our values here: <http://www.elatt.org.uk/about/values>

Responsibilities of the Post:

1. Supporting the teacher in delivering lessons.
2. Supporting individuals or groups of students to get the most out of their learning.
3. Helping students who need extra support to complete tasks.
4. Completing administrative duties as and when it is required.
5. Teaching Assistants will not be responsible for planning and preparing lessons.

Skills and experience

1. An interest in the voluntary and education sector.
2. Good reading, writing and numeracy skills.
3. Good organisational skills
4. Fluent in English. Confident and creative in interacting with people who speak English as a second language.
5. Ability to communicate effectively, both verbally and in writing in English.
6. Ability to work with colleagues and students from different cultural backgrounds. Sensitive to the needs of students who may be enduring extremely difficult personal circumstances.
7. An understanding of the needs of marginalised adults and the barriers faced by people from disadvantaged or excluded communities as well as newly arrived migrants in accessing learning, or a willingness to improve current knowledge.
8. A teaching qualification/trainee teacher or a CELTA is preferable but not compulsory for the teaching assistant role.

If you are interested in applying for this role please email volunteers@elatt.org.uk with your CV and cover letter.

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