

The BIG Pathway Learning Programme Volunteer Teaching Assistant



Key Role/ Functions

To work under the guidance of the Project Coordinator to enable access to learning for adults with learning disabilities and to assist the Coordinator in the delivery of the BIG Pathway programme.

Specific Duties and Responsibilities

1. Support for Learners

- To promote learners development in a safe, secure , challenging environment
- To have regard for the safety and wellbeing of the learner at all times
- To develop an understanding of the learners specific needs and learning styles to help them learn as effectively as possible
- To encourage inclusion within the classroom
- To display learners work to reflect their achievement
- To encourage learners to interact with others and engage in activities led by the Coordinator

2. Support for the Project Coordinator

- To liaise with Coordinator regarding the planning of activities and events
- To be aware of and support learners with SEN
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and clean up after each session.
- To be aware of learners problems/progress/achievements and report to the coordinator if required

3. Support for KDC

- To ensure knowledge of KDC policies, promoting the ethos of the Charity
- To be aware of all Health & Safety issues
- To treat all information relating to a learner as strictly confidential

4. Support for the programme

- To undertake specific activities in supporting the Coordinator to help learners to understand instructions
- To set out, prepare and maintain resources

5. General

- To follow KDC's code of conduct. This includes a dress code and an agreement to use Social Media securely..
- To contact the office in advance of any absence and to allow for planning

6. Opportunities and benefits

- To be part of a friendly, supportive team and have fun!
- Develop skills for alternative learning environments and facilitating / supporting events
- Improve CV and job chances
- Access training in health & safety, first aid, communications and more
- Engage with and support the disabled community
- Contribute to our valuable work.

7. Typical time commitment –

We ask that volunteers commit to supporting one session per week for the length of the programme. Full reasonable travel expenses will be reimbursed