

## Volunteer Teaching Assistant Role Description

A key part of the Borderlands Drop-In is providing English language classes to refugees, asylum seekers, and those with immigration issues. We need enthusiastic and committed volunteers to help do this.



**Location:** The Borderlands Drop-in, The Assisi Centre, Lawfords Gate, Bristol BS5 0RE

**Time Commitment:** Monday and/or Tuesday mornings (9.30 - 12.15) + occasional mandatory training. Our teaching assistants volunteer on a rota and have regular weeks off. We hope volunteers can commit to a minimum of 6 months.

**We are looking for enthusiastic and approachable teaching assistants. You will;**

- Be committed to facilitating other peoples' language learning
- Want to learn and develop your skills
- Be excited by working within a multicultural team
- Be willing to help with the practical setting up and setting down of classes
- Be a good team member who can work within guidelines set by the class teacher

**Working relationships:** You will work as part of a volunteer team which includes people who are asylum seekers and refugees. You will work closely with a volunteer teacher who will lead the class.

**Specific Duties and responsibilities:**

- Support members to access English classes at Borderlands
- Work with the teacher to deliver their lessons, particularly by working on tasks with small groups, or one-to-one.
- Work with the teacher to ensure that the classes are stimulating, relaxed and participatory for all students
- prepare and deliver resources in the class, prepare the classroom, and return it to the state it was found in.
- Follow Borderlands policies and procedures when volunteering. E.g. Equal Opportunities and Safeguarding Policies (these will be given to you at New Volunteer Training and are available on the website).
- Some TAs work with the Welcome Desk, in consultation with teachers, to assess English language and literacy of new members and place them in the appropriate class.

**Example morning at Borderlands:**

- 9.30: Volunteer meeting with staff members
- 10.00: Welcome members to your class.
- 11.00: Break
- 11.15: Begin second half of class
- 12.00: Set down class/return equipment/communicate with other volunteers/staff if necessary

Borderlands (South West) Ltd, Registered Office: The Assisi Centre, Lawfords Gate, Bristol BS5 0RE

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**Patrons:** Right Revd Declan Lang (Bishop of Clifton), Lord Raymond Hylton, Richard Pendlebury MBE, Dr Sheena Tranter