

Dacorum Communities For Learning



Role Title: Classroom Assistant

Accountable to:

1. The Project Manager
2. The relevant Tutor, during Courses
3. The Venue Manager

Responsibilities

1. Assist learners in the completion of any/all necessary documentation that may be required e.g. Registration Forms; Learner record of Achievement; etc.
2. Assist the Tutor in ensuring that any/all equipment is set-up, operative and cleaned and, at the end of the course, switched off and stored safely.
3. Assist the Tutor in ensuring that any Health and Safety requirements (as they may apply) are complied with
4. Oversee and support learners who are attending courses, either in a tutor led, or self directed environment.
5. Assist learners by communicating course materials and relevant skills in a simple and non-threatening manner.
6. Act as first point of reference for individual learner queries.
7. At all times the assistant will avoid 'doing it for them' unless an individual is falling so far behind as to impact upon the progress of the group as a whole.
8. Where more than one classroom assistant is in attendance then they shall agree between themselves, with the concurrence of the Tutor, individual 'zones of responsibility'. Two to one situations will be avoided at all times.
9. The assistant will be responsible for assisting in the preparation of any refreshments provided and clearing away thereafter.
10. Agree with the Project Manager (subject to negotiation and periodic confirmation) the availability to assist at/on particular course cycles.

Role

1. This is a Volunteer/unpaid role. As such the volunteer can vacate the post at any time he/she thinks fit and order any work for D.C.F.L as she or he thinks fit.
2. Likewise the Chairperson of D.C.F.L, or Project Manager of D.C.F.L, can, without notice, ask the volunteer to vacate the post and/or cease working with D.C.F.L.
3. The volunteer will have full autonomy as to his/her hours of work and where he/she works, with the exception that when assisting on pre-agreed courses the volunteer will (unless he/she advises accordingly) work from the pre-agreed venue on the date and for the times agreed.
4. It is accepted by both the Volunteer and D.C.F.L that the volunteer is not an employee, and that there is no intention by either party to enter into any form of contractual nexus, including (but not exclusively) either a contract of service or a contract for services.
5. DCFL have a Volunteering Policy and a Problem Solving Policy, which give guidance to volunteers whilst at DCFL.

It is accepted that, irrespective of the deliverables set out above, new topics, whether within or outside the role responsibilities set out may, subject to mutual agreement, be introduced and any priorities changed.

**Essential/
Desirable
Criteria and
Skills**

Good interpersonal skills and an ability to relate to people of all backgrounds.
Experience of specialist subject or of a classroom environment would be useful.
Good verbal skills. Team player essential.