

Volunteer tutor

Role description

Accountability

You are accountable to the Volunteer coordinator of Learning Language Links. You are expected to complete an application form, a data protection consent form and a confidential declaration. You may also be asked to agree to a DBS check.

You will be signposted to appropriate policies and procedures relating to your volunteering role.

Relationships

- Volunteer Coordinator Learning Language Links
- Other Volunteer Tutors
- Volunteer Teaching Assistants
- Students

Responsibilities

- Delivery of lessons at a variety of levels to a range of students online.
- Delivery of lessons at a variety of levels to a range of students in a face-to-face environment
- Adaption of material to suit students.
- Management of online learning environment (admitting teaching assistants and students and use of breakout rooms)
- Assessments of students learning
- Support and deployment of volunteer teaching assistants
- Supporting small groups of students with skills based learning
- Supporting small groups of students with employability issues
- Meetings with Volunteer Coordinator
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