



Work Experience Role Description

Middlesbrough Council work placements have been developed to support residents from a range of backgrounds and levels of ability.

Purpose of Post:

To provide an experience of working within a dedicated team, supporting adult learners in a diverse range of lessons including IT, Health and wellbeing, positive parenting, rhyme time, parents together, money management and positive mindset

Specific duties

- To assist in classroom support for small learner groups
- To support individual learners as directed by the tutor
- To attend meetings and undertake development activities as agreed with the coordinator
- To support the teaching staff prepare materials
- To provide administrative support as required

Experience and Skills you will gain:

- Experience of supporting learners of all abilities
- Experience of working for a local authority in a team environment
- Improved confidence and work ethics
- Preparation of teaching materials
- Use of work based ICT packages

Days/times required: Max 30 Hours per week

Duration of the Placement: 4-8 weeks

DBS required: Yes

Other responsibilities

- Embrace the values of Middlesbrough Council
- Where a candidate has a disability, Middlesbrough Council will make every reasonable effort to supply the necessary aids, equipment or adaptations to enable a volunteer to carry out their role.
- All candidates are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to their volunteer role and adhere to the Council's Work Experience Policy in carrying out their placement.
- All candidates are expected to respect all confidentiality and principles and practice of the Data Protection Act.
- All work experience candidates are required to comply with Health and Safety policies and legislation.

Signed: Barbara Smith

Date: 25.5.22