

Role title	<b>Classroom Assistant</b>
Purpose of the role	<p>The purpose of this volunteer role is to support tutors in the delivery of classroom-based learning within the NOAH Academy. Classroom Assistant Volunteers help create a safe, inclusive and supportive learning environment, particularly for learners who may need additional help to engage, build confidence and make progress.</p> <p>This is a voluntary role and does not replace or substitute paid staff.</p>
What you will be doing	<p>Under the guidance of a tutor or NOAH staff member, you may:</p> <ul style="list-style-type: none"> <li>• Support learners during classroom activities, either one-to-one or in small groups</li> <li>• Help explain tasks or instructions given by the tutor</li> <li>• Encourage learner participation and confidence</li> <li>• Assist with setting up learning materials and activities</li> <li>• Support the tutor in observing and recording learner progress (where appropriate)</li> <li>• Help maintain a positive, respectful and inclusive classroom environment</li> </ul> <p>Volunteers will not be responsible for lesson planning, formal assessment, behaviour management, or supervision of learners on their own.</p>
Skills, experience, and qualities needed	<p>You do not need formal teaching qualifications. We are looking for volunteers who:</p> <ul style="list-style-type: none"> <li>• Have good communication and listening skills</li> <li>• Have a basic standard of written and spoken English</li> <li>• Are patient, supportive and reliable</li> <li>• Are able to work as part of a team and follow guidance from staff</li> <li>• Show respect for confidentiality and professional boundaries</li> <li>• Are willing to learn and attend relevant training</li> <li>• Share and support NOAH Enterprise's mission and values</li> </ul> <p>Previous experience in education, training or support roles is helpful but not essential.</p>
When and where	<ul style="list-style-type: none"> <li>• There is no minimum time commitment</li> <li>• Volunteering sessions will be agreed in advance with NOAH staff</li> <li>• Sessions usually take place between <b>9:00am and 1:00pm, Monday to Friday</b></li> <li>• Locations include venues across Bedfordshire</li> </ul> <p>This role is flexible and designed to fit around your availability.</p>



## Volunteer Role Profile

Support offered	Volunteers will be provided with supervision, guidance, training and wellbeing support. Reasonable out-of-pocket expenses may be reimbursed in accordance with organisational policy.
What you could get out of it	<ul style="list-style-type: none"><li>• Experience of supporting learners in a classroom setting</li><li>• Insight into working within a charity and education environment</li><li>• Development of communication, teamwork and support skills</li><li>• The satisfaction of helping others build confidence and progress</li></ul>
Other relevant information	<ul style="list-style-type: none"><li>• Safeguarding and DBS Where legally eligible, this role may require a DBS check. Volunteers must follow safeguarding policies and procedures.</li><li>• Data Protection and Confidentiality Volunteers must comply with UK GDPR and organisational confidentiality requirements.</li><li>• Health and Safety Volunteers must follow health and safety procedures and take reasonable care for their own safety and others.</li><li>• Volunteer Status This volunteering role is undertaken on a voluntary basis and does not create an employment or worker relationship.</li></ul>
What to do if you're interested	Fill out a volunteer application form on our website or email <a href="mailto:volunteers@noahenterprise.org">volunteers@noahenterprise.org</a> and we will send you a form