

Volunteer Learning Support Tutor Job Description English and/or maths and Family Learning

General Information	
Directorate/Service	Growth and Prosperity, Skills and Employment
Division/Unit	Work Zones
Location	Various locations around Ellesmere Port, Winsford, Chester and Northwich areas
Co-ordinator	Mary Cook
Time Commitment	Up to 30 hours with each mentee
Duration	Ongoing (minimum of up to 24 weeks)

Role Summary
<p>Guided by a tutor, you will work alongside adults on a 1:1 or small group basis, to support their Skills for Life learning.</p> <p>Volunteers will be following the guidance given by the tutor at the pre-session briefing. They will be required to explain tasks and ideas to learners and use effective questioning to check understanding. The Volunteer will help to engage, encourage and motivate the learners, and assist them in completing their learning logs and reflect on the session. They will also be required to support learners in the completion of course paperwork, and give feedback to the tutor at the session de-briefing.</p>

Other Information	
Training and Support	<p>All Volunteer Employment Mentors will:</p> <ul style="list-style-type: none"> • Receive a full induction at the start of their placement • be offered mentor training, with the opportunity to get this accredited at Level 2 if desired • Mentors will be supported throughout the duration of their placement by the Mentor Co-ordinator • will have the opportunity to take various on-line courses relevant to the role • will be invited to attend volunteer events throughout the year • be entitled to claim travel expenses to and from the venue for volunteer employment mentoring sessions
Personal Benefits	<p>Volunteer Employment Mentors will:</p> <ul style="list-style-type: none"> • have the chance to make a genuine contribution to the lives of the learners • learn new and develop existing skills • have the opportunity to gain a nationally recognised qualification in English and/or maths • have the chance to get out, have fun and meet new people • enhance their CV • experience new challenges • have the opportunity to be part of CWaCs Skills for Families, Life and Work Team

Volunteer Employment Mentor Person Specification

Factor	
Skills Required	<ul style="list-style-type: none"> • knowledge of the Government's Skills for Life agenda • patience, friendliness and approachability • confidence and diplomacy • enthusiasm and motivation • commitment to equal opportunities • open mindedness
Essential	<ul style="list-style-type: none"> • the volunteer must observe safe working practices and comply with all relevant regulations as stipulated in the Volunteer Policy • the volunteer must maintain the confidential information of the organisation and learners • a willingness to undergo an Adult English or maths functional skills qualification at Level 2 if not already achieved
Training Provided	<p>Volunteer Learning Support Tutors will:</p> <ul style="list-style-type: none"> • receive a full induction at the start of their placement • take the preparation for the English or maths Functional Skills Level 2 qualification, if required • be supported throughout the duration of their placement by the Mentor Co-ordinator • have the opportunity to take various on-line courses relevant to the role • be invited to attend volunteer events throughout the year • be entitled to claim travel expenses to and from the venue for volunteer employment mentoring sessions
Additional Information	<ul style="list-style-type: none"> • this role may require a DBS (criminal records check) depending on the placement • two written references will be obtained prior to appointment • there will be a trial period of six weeks • people with experience of supporting deaf learners, or learners with other difficulties would be especially welcome