

## Volunteer Learning Support Tutor Job Description IT

General Information	
<b>Directorate/Service</b>	Growth and Prosperity, Skills and Employment
<b>Division/Unit</b>	Work Zones
<b>Location</b>	Various locations around Ellesmere Port, Winsford, Chester and Northwich areas
<b>Co-ordinator</b>	Work Zone Co-ordinator
<b>Time Commitment</b>	Minimum 2 hour sessions (am, pm or evening)
<b>Duration</b>	Ongoing

Role Summary	
<p>Guided by a tutor, you will work alongside adults on a 1:1 or small group basis, to support learners to develop their skills and confidence in reading, writing and IT using numbers and spelling.</p> <p>Volunteers will assist the tutor with preparing the course session (setting up) and in the delivery of activities. 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	
<b>Training and Support</b>	<p>All Volunteer Learning Support Tutors will:</p> <ul style="list-style-type: none"> <li>• receive a full induction at the start of their placement</li> <li>• be offered training relevant to their role</li> <li>• be supported throughout the duration of their placement by the Work Zone Co-ordinator</li> <li>• will have the opportunity to take various on-line courses</li> <li>• will be invited to attend volunteer events throughout the year</li> <li>• be entitled to claim travel expenses to and from the venue for volunteer employment mentoring sessions</li> </ul>
<b>Personal Benefits</b>	<p>Volunteer Employment Mentors will:</p> <ul style="list-style-type: none"> <li>• have the chance to make a genuine contribution to the lives of the learners</li> <li>• learn new and develop existing skills</li> <li>• have the chance to get out, have fun and meet new people</li> <li>• enhance their CV</li> <li>• experience new challenges</li> </ul>

## Volunteer Learning Support Tutor (IT) Person Specification

<b>Factor</b>	
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• An understanding of and ideas about engaging adults in learning activities</li> <li>• Experience of working with adults from varied backgrounds and with varying needs</li> <li>• A good knowledge of community development methods and approaches within the context of adult education</li> <li>• Competent in the use of ICT</li> <li>• Patient, friendly and approachable</li> <li>• Confident and diplomatic</li> <li>• Enthusiastic and motivated</li> <li>• Committed to equal opportunities</li> <li>• Open-minded and proactive in their assistance</li> <li>• Experience of working with adults in different contexts, formal or informal</li> <li>• Knowledge and understanding about the differences experienced by adults with basic skills needs</li> </ul>
<b>Essential</b>	<p>The Volunteer must:</p> <ul style="list-style-type: none"> <li>• observe safe working practices and comply with all relevant regulations as stipulated in the volunteer policy</li> <li>• maintain confidentiality of all participants at all times</li> <li>• understand the implications of working for an equal opportunities employer</li> <li>• commit to two hours per week on a regular basis during ACL term time</li> <li>• be punctual and reliable</li> <li>• observe the ACL policy on confidentiality and health and safety</li> <li>• encourage, motivate and support students in a friendly and non-judgemental manner</li> <li>• keep appropriate professional boundaries</li> </ul>
<b>Training Provided</b>	<p>Volunteer Learning Support Tutors will:</p> <ul style="list-style-type: none"> <li>• receive a full induction at the start of their placement</li> <li>• be provided with the information, training and support needed to become an effective volunteer</li> <li>• be supported throughout the duration of their placement by the Work Zone Co-ordinator, and receive regular feedback</li> <li>• have the opportunity to take various on-line courses relevant to the role</li> <li>• be invited to attend volunteer events throughout the year</li> <li>• be entitled to claim travel expenses to and from the venue for volunteer employment mentoring sessions</li> </ul>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• this role may require a DBS (criminal records check) depending on the placement</li> <li>• two written references will be obtained prior to appointment</li> </ul>