**Volunteer Role Profile - Community Literacy**

**Location**

* This will take place in a designated Community Literacy Lab in London.

**Key Responsibilities**

* Enhancing the work of The Children’s Literacy Charity by supporting specific children in their learning.
* Supporting the allocated children with phonics and spelling activities and games.
* Delivering a supported reading session with the children to model good reading behaviours, focus on comprehension and vocabulary.
* Making the time with children interactive, stimulating and fun.
* Building a good, encouraging relationship with the children you are supporting, helping them to value their potential and boost their confidence.
* Being able to give a firm commitment to meet The Children’s Literacy Charity’s expectations, as unreliability might result in a child’s disappointment.

**Training & Support**

* An induction training session covering: introduction to reading & spelling, the phonics programme, an introduction to The Children’s Literacy Charity, safeguarding and child protection,
* Ongoing support from your Literacy Lab supervisor.

**Time Commitment**

**You are invited to give your time as follows:**

* Minimum one Session a week every 2 weeks
* Minimum 1 term (12 weeks) commitment
* Term-time only

Please be aware that whilst we cannot insist on a volunteer’s time commitment, we really don’t like letting children down.

**Volunteer Expenses**

* Pre-agreed out-of-pocket travel expenses are reimbursed on submission of an expenses claim to your supervisor. They will usually be paid into your bank account but can be given in cash if requested.

**Other Information**

* Two references will be taken up and a Disclosure and Baring Service (DBS) check must be completed satisfactorily, before your placement is confirmed.

**What do you need to be a Volunteer Tutor Support?**

**Qualifications**

* No formal qualifications necessary.
* You should be literate and proficient in English to be understood and to communicate effectively with young children. We welcome all applicants, including those who don’t have English as your first language.

**Experience**

* Some experience of working/volunteering with or looking after primary school aged children including parenting, summer clubs, babysitting etc.

**Personal qualities, skills and attitudes**

* Reliable and committed.
* Willing and able to learn the skills necessary for literacy tutoring support.
* Able to build positive and supportive relationships with children.
* Able to competently volunteer alone without supervision as well as part of a team.
* Possess a positive and co-operative attitude towards working with others.
* Demonstrate empathy, understanding and patience towards children who are experiencing learning difficulties.
* Able to understand boundaries and distance yourself from becoming overly emotionally involved.
* Committed to volunteering within the principle that the children’s welfare and safety are paramount.
* Understand and be able to commit to the aims and values of The Children’s Literacy Charity.
* Have a desire and commitment to see improvement in the life chances of underachieving children.

**Equal Opportunities**

The Children’s Literacy Charity engages volunteers on the basis of their skills, experience, temperament and ability without regard to race, nationality, gender, age, sexuality, disability or religion.