

Education Volunteer: Early Years/ Primary / Secondary School Position Description

Position Title	Early Years / Primary / Secondary School Volunteer
Program	Education Volunteers
Location	Inner Melbourne / Inner West/ Western Region / Frankston / Geelong / Greater Dandenong
Reports To	Program Coordinators or Education Partnership Coordinator on site at School / Early Years setting
Date	December 2017

Organisation Description

Ardoch is a charity that provides education support for children and young people experiencing disadvantage. We deliver tailored education and wellbeing programs that address barriers to education by providing vital learning and wellbeing resources and activities. We develop skills in the basic foundations of education such as literacy and numeracy. We broaden horizons for children by providing access to excursions and inspiring learning experiences. We mobilise volunteers to support students in schools and early childhood centres. We advocate for change so that key issues such as inequities in Australia's education system are at the forefront. Ardoch works with thousands of children and young people in schools and early childhood centres in Victoria, Queensland and Western Australia. We achieve this by linking schools, corporate organisations and communities to support programs and activities to assist schools, children and their families.

Vision

Every child's and young person's potential is realised through full participation in education.

Mission

Our mission is to increase engagement in education, build aspirations and enhance learning outcomes for children in disadvantaged communities by:

- mobilising volunteers and connecting partners* to build the capacity of schools and early years services in these communities; and
- advocating for, and influencing policy change to reduce inequity in education.

Program Description

Ardoch provides targeted support to enhance children and young people's learning opportunities. Recognising that poor literacy and numeracy is one of the most significant barriers to educational success, Ardoch volunteers assist and complement teachers in classrooms and early year's settings, helping individual children or small groups of children who require extra support. Some of these children have no

books at home, others cannot access support from parents at home due to language barriers, time or capacity. Ardoch provides additional support to children through our Early Language and Literacy Program, Lego Robotics Program and Guitar Program.

Roles and Responsibilities may include:

- ★ Support students' learning and skill development eg. Language, reading, writing, art, music, sport and STEM (science, technology, engineering and maths)
- ★ Provide support and time to students ie. talk and listen
- ★ Provide feedback about students' progress to teachers
- ★ Act as a positive adult role model
- ★ Helping with or delivering lunchtime or breakfast clubs if desired by school
- ★ VCE/VCAL tutoring eg Maths and English [secondary]

Time Commitment

- ★ We are seeking volunteers who would be willing to commit 2 hours a week at the same day and same time each week for a minimum of six months.

Personal Attributes of Education Volunteers

- ★ Stable, professional, patient role model
- ★ Focused – not easily distracted
- ★ Non-judgmental
- ★ Constant champions of the children, school and Ardoch
- ★ Committed
- ★ Respect of Boundaries
- ★ Willing to communicate with all stakeholders
- ★ Take initiative
- ★ Passionate about children and education
- ★ Able to build a positive relationship with children and school staff
- ★ Reasonable level of literacy and numeracy to support students

Recruitment Process

Prior to volunteering, all Ardoch Education Volunteers are required to:

- ★ Complete an application form
- ★ Phone interview
- ★ Complete and pass short online training module
- ★ Attain a current Working with Children Check with Ardoch named
- ★ Undergo a Police Check (at Ardoch's expense) by providing 100 points of ID to Ardoch
- ★ Have two reference checks
- ★ Attend full training day

Please note that Police Checks can take up to 10 days to clear and Working With Children Checks usually take 3 weeks to be processed by the department of Justice. We appreciate your patience.



Further Information

Please contact Programs Coordinators for further information on 03 9537 2414 or

Volunteers@ardoch.org.au or <https://www.ardoch.org.au/>