

## Education Volunteer: Primary school Position Description

<b>Position Title</b>	Primary School Volunteer
<b>Program</b>	Education Volunteers
<b>Location</b>	Auburn, Granville, Guilford, Merrylands - Cumberland council area in NSW
<b>Reports To</b>	Programs Coordinator, NSW
<b>Date</b>	March 2020

### Organisation Description

One in three children in Australia's most disadvantaged communities start school developmentally vulnerable and they continue to fall behind as they progress through school. Ardoch seeks to change this.

Ardoch is a children's education charity focused on improving educational outcomes for children and young people in disadvantaged communities. Our 2025 vision is to become Australia's most impactful education partner supporting children in disadvantaged communities.

**Our mission** is that every child's potential should be realised through full participation in education. This belief inspires us to increase engagement in education, build aspirations and enhance learning outcomes of children in disadvantaged communities. We mobilise community and workplace volunteers to support schools and early childhood services. We also advocate for and seek to influence 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 Education volunteers assist and complement teachers in classrooms, 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.

## Roles and Responsibilities may include:

- ★ Support students' learning and skill development years K-2 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

## 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 online application form
- ★ Phone interview
- ★ Complete and pass a short online training module
- ★ Attain a current Working with Children Check
- ★ Undergo a Police Check (at Ardoch's expense) by providing 4 identity documents to Ardoch
- ★ Have two reference checks
- ★ Attend full training day

### Further Information

Please contact Program Coordinators for further information on 1300 273 624 / 03 9537 2414 or [Volunteers@ardoch.org.au](mailto:Volunteers@ardoch.org.au) or <https://www.ardoch.org.au/>