

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 (including Hastings) / Geelong / Greater Dandenong in VIC
Reports To	Program Coordinators or Education Partnership Coordinator on site at School / Early Years setting
Date	January 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 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 and Curious Young Minds STEM Literacy programs and in class support.

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]
- ★ Provide learning support in alternative learning spaces eg, kitchen or garden

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 modules
- ★ Attain a current Working with Children Check with Ardoch named
- ★ Undergo a Police Check (at Ardoch's expense) by providing 4 identity documents 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/>