

# Position Description: Education Volunteer



<b>About Ardoch</b>	<p>Ardoch is a children's education charity focused on improving educational outcomes for children and young people in disadvantaged communities. Our <b>2025 vision</b> is to become Australia's most impactful education partner supporting children in disadvantaged communities.</p> <p><b>Our mission</b> 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.</p> <p><b>Our values</b></p> <ul style="list-style-type: none"> <li>★ Community - we bring people together</li> <li>★ Commitment - we seek long term solutions</li> <li>★ Collaboration - we partner for maximum impact</li> <li>★ Respect - we listen and we care</li> <li>★ Accountability - we are open, honest and responsible</li> </ul>
<b>Position Title</b>	Education Volunteer
<b>Hours and Duration</b>	2 hours a week (the same day and time) for a minimum of 6 months
<b>Classification</b>	Voluntary role
<b>Reports to</b>	Program Coordinators and/or Education Partnership Coordinator
<b>Program Overview</b>	<p>Ardoch's Education Volunteers program places screened and trained volunteers into early years centres and primary and secondary school classrooms at the request of our education partners. Education Volunteers commit to attend weekly for two hours for at least six months to the partner site they are matched to.</p> <p>In a school setting, volunteers usually work one-on-one with a student or a group of students who need extra help with their literacy skills, however depending on the needs of our education partners, volunteers may also support a range of other in-class activities.</p> <p>In the Early Years centres the volunteering involves delivering our Early Language and Literacy and/or Curious Young Minds STEM program with children. This involves planning and running activities with the resources provided by Ardoch to each centre.</p>
<b>Child Safety Commitment</b>	<p>Ardoch is committed to protecting children's and young people's right to safety and well-being. We know children have a right to be kept safe <i>at all times</i>, so we have a zero-tolerance approach to all forms of child abuse.</p> <p>We know that some children are more vulnerable than others. That's why we actively promote the safety and well-being of children and young people who:</p> <ul style="list-style-type: none"> <li>★ are from Aboriginal and Torres Strait Islander communities</li> <li>★ are from culturally and linguistically diverse backgrounds</li> <li>★ have a disability</li> <li>★ identify as LGBTIQ+</li> </ul> <p>Everyone who works with or represents Ardoch is responsible for ensuring that children are safe, feel safe, and are involved in decisions that affect their lives.</p>
<b>Locations</b>	<ul style="list-style-type: none"> <li>★ Melbourne – North (Hume, Coburg, Fitzroy, Flemington, Richmond area)</li> <li>★ Melbourne – West (Wyndham, Sunbury, Footscray, Melton, St Albans area)</li> <li>★ Melbourne – South East (Dandenong, Springvale, Frankston, Peninsula area)</li> </ul>

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	<ul style="list-style-type: none"> <li>★ Greater Geelong</li> </ul>
<b>Position Functions and Responsibilities</b>	<p><b>Provide education support</b></p> <ul style="list-style-type: none"> <li>★ Assist and complement teachers in classrooms or early year's settings, helping individual children or small groups of children who require additional support.</li> <li>★ Support childrens' learning and skill development eg. Language, reading, writing and STEM (science, technology, engineering and mathematics)</li> <li>★ If in an early years centre plan and run activities from the Early Language and Literacy Program and Curious Young Minds STEM Program using resources and activity guide provided by Ardoch.</li> <li>★ Provide feedback about child's progress to teachers/educators</li> </ul> <p><b>Be a positive role model</b></p> <ul style="list-style-type: none"> <li>★ Act as a positive adult role model in all interactions</li> <li>★ Working cooperatively as a team member</li> <li>★ Promote a child safe environment</li> <li>★ Fulfill reporting requirements relating to child safety</li> <li>★ Participate in training and professional development opportunities, when provided</li> <li>★ Other duties as may be required in line with the role</li> </ul>
<b>Personal Attributes of Ardoch Volunteers</b>	<ul style="list-style-type: none"> <li>★ Committed</li> <li>★ Respectful of boundaries</li> <li>★ Show initiative</li> <li>★ Passionate about children and education</li> <li>★ Able to build positive relationships</li> <li>★ Professional, and patient role model</li> <li>★ Focused, not easily distracted</li> <li>★ Open minded and non-judgemental</li> <li>★ Constant champion of children, education and Ardoch</li> <li>★ Communicate respectfully with all stakeholders</li> </ul>
<b>Terms and Conditions of the Role</b>	<ul style="list-style-type: none"> <li>★ Uphold Ardoch's Vision, Purpose and Values</li> <li>★ Adhering to the Ardoch Child Safety Policy, Child Safety Code of Conduct, and other relevant policies.</li> <li>★ Attend and participate in regular supervision, training, and professional development sessions</li> <li>★ Please note disclosure of any pre-existing illness or injury which could reasonably be foreseen to be affected by the work duties described is a requirement. Failure to disclose may result in compensation not being paid for that condition.</li> </ul>
<b>Benefits of Volunteering for Ardoch</b>	<ul style="list-style-type: none"> <li>★ Make a difference in our community to support the learning and wellbeing of children and young people experiencing disadvantage with like-minded volunteers.</li> <li>★ Gain skills in working with and supporting children and young people</li> <li>★ Ardoch has a strong commitment to the learning and development of volunteers</li> </ul>
<b>Recruitment Process</b>	<p>Ardoch is strongly committed to Child Safety and has a comprehensive screening and induction process for volunteers. As part of the process, you will be required to:</p> <ul style="list-style-type: none"> <li>★ Complete an online application form</li> <li>★ Complete a virtual interview with Ardoch staff</li> <li>★ Complete and pass several online training modules</li> <li>★ Attain a current Working with Children Check in your state with Ardoch named</li> <li>★ Receive a National Criminal History Check (via Ardoch)</li> <li>★ Receive an International Check if you have resided overseas in past 12 months (via Ardoch)</li> <li>★ Provide three referees for Ardoch to conduct reference checks</li> <li>★ Participate in two half-day training courses led by Ardoch staff (via Zoom)</li> <li>★ Supply COVID-19 vaccination certificate or valid medical exemption</li> </ul>

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	<p><i>Ardoch is a Child Safe Organisation and an Equal Opportunity Employer and Indigenous Australians, people with a disability, those who are gender-diverse or from a culturally and linguistically diverse background are encouraged to apply.</i></p>	
<b>Ongoing Child Safety requirements</b>	<p>Volunteers, once commenced are expected to:</p> <ul style="list-style-type: none"> <li>★ Submit to a National Criminal History Check every three years following commencement and report to Ardoch if charged or convicted with any offence</li> <li>★ Renew state-based Working with Children Checks prior to their expiration</li> <li>★ Maintain familiarity with Ardoch's child safety policies and procedures</li> <li>★ Undertake any and all training in respect of child safety</li> </ul>	
<b>Apply</b>	<p>To apply complete the application form here:  <a href="https://www.ardoch.org.au/individual-volunteer-application/">https://www.ardoch.org.au/individual-volunteer-application/</a></p>	
<b>Assistance</b>	<p>For further information, or if you have any accessibility requirements that we can assist with, please contact Ardoch's Programs Coordinators, Education Volunteers and Training on 03 9537 2414 or by emailing: <a href="mailto:volunteers@ardoch.org.au">volunteers@ardoch.org.au</a></p>	
<b>Hiring Manager Approval</b>	<b>Child Safety Officer Approval</b>	<b>CEO Approval</b>
<p>Name of Hiring Manager: Sarah Segal</p> <p>Date Position Description Finalised: 12/01/2022</p> <p>Signature of Hiring Manager: <i>S. Segal</i></p>	<p>Name of Child Safety Officer Lachlan Preston</p> <p>Date Position Description Approved: 12/01/2022</p> <p>Signature of Child Safety Officer <i>L Preston</i></p>	<p>Name of Acting CEO: Mandy Liu</p> <p>Date Position Description Approved: 12/01/2022</p> <p>Signature of CEO <i>Mandy Liu</i></p>