

About Ardoch

Ardoch is a national not-for-profit organisation focused on improving educational outcomes for children and young people experiencing disadvantage.

Our vision is that every child's potential is realised through full participation in education.

We deliver tailored education and wellbeing programs which address barriers to education by providing vital learning and wellbeing resources and activities. These programs build children and young people's confidence, aspirations, social skills, and wellbeing. These are essential elements for enabling full engagement in education and a love of learning. Engagement in education is the key to opening future pathways and possibilities. Without it, the cycle of disadvantage and inequity continues.

We mobilise volunteers to support students in partner schools to act as positive adult role models who invest time, share knowledge, and experience, and actively demonstrate their interest in a child's future.

Values

- **Empowerment:** We recognise people's strengths and uniqueness, amplify their voices, and support them to make their own choices.
- **Learning:** We value the power of education to change lives, and continually learn from research, students, partners, communities, and each other.
- **Impactful:** We strive to create the most meaningful change for the students we support.
- **Community:** We connect diverse voices and perspectives and collaborate to respond to the unique needs of schools and their communities.
- **Accountability:** We own our actions and take responsibility for creating a fair, respectful and positive environment.

Position: Education Volunteer

About the Education Volunteers program

Ardoch's Education Volunteers program provides targeted support to enhance children and young people's learning outcomes. 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, depending on the needs of the students in each school.

Ardoch's Education Volunteers program places screened and trained volunteers into primary and secondary school classrooms at the request of our education partners. Extensive research shows that children learn best when they feel safe and connected with their educators. The Ardoch Education Volunteers program provides students with this ongoing support and connection. To achieve this, we're looking for a commitment of two hours per week for at least six months.

In primary school settings, volunteers typically provide in-classroom literacy support to engage children with reading, writing and language exercises aimed at improving their confidence, engagement, and interaction with literacy, however depending on the school needs and volunteer skills, volunteers may also support a range of other in-class activities.

Hours and duration	Two hours per week (regular day and time) Looking for commitment of 6+ months
Classification	Voluntary role
Locations	<p>Victoria</p> <ul style="list-style-type: none"> • Greater Geelong • Melbourne: North (Hume, Coburg, Fitzroy, Flemington areas) • Melbourne: South East (Greater Dandenong, Frankston, Peninsula areas) • Melbourne: West (Wyndham, Sunbury, Footscray, Melton, St Albans areas) <p>NSW</p> <ul style="list-style-type: none"> • Sydney: West (Guildford, Granville, Auburn, Punchbowl areas)
Reports to	During training and induction: Ardoch Education Volunteers team During ongoing volunteering: Local Ardoch Education Partnership Coordinator

Benefits of Volunteering with Ardoch

“My day at Auburn North each week gives me enormous personal satisfaction and I know my classroom teacher this year is incredibly grateful for my help each week.”

- Make a difference in your local community
- Support the learning and wellbeing of children and young people experiencing educational disadvantage
- Connect with like-minded volunteers who are bettering the educational outcomes for Australian students
- Deepen your experience working with children and young people
- Build new skills
- Ardoch has a strong commitment to the learning and development of volunteers and runs regular free professional development sessions
- Supportive environment with regular volunteer check-ins and other support mechanisms

Position Functions and Responsibilities

The key functions and responsibilities of the role are:

1. Provide education support

- Assist and complement teachers in classrooms, helping individual children or small groups of children who require additional support or who have advanced skills.
- Support children’s learning and skill development eg. language, reading, writing and STEM (science, technology, engineering, and mathematics)
- Provide feedback about child’s progress to teachers

2. Be a positive role model

- Act as a positive adult role model in all interactions
- Working cooperatively with the teacher and other educators
- Promote a child safe environment
- Fulfill reporting requirements relating to child safety
- Participate in training and professional development opportunities, when provided
- Other duties as may be required in line with the role

Personal Attributes of Ardoch Volunteers

- Committed
- Respectful of boundaries
- Show initiative
- Passionate about children and education
- Able to build positive relationships
- Professional, and patient role model
- Focused, not easily distracted
- Open minded and non-judgemental
- Constant champion of children, education and Ardoch
- Communicate respectfully with all stakeholders

Recruitment and training process

Ardoch is strongly committed to Child Safety and has a comprehensive screening and induction process for all volunteers. This process ensures successful Education Volunteers are suitable for the role of supporting students in a school environment and are also thoroughly trained and inducted to be successful in their volunteer roles.

Onboarding requirements

- A virtual interview with an Ardoch employee
- Online training modules around child safety and knowledge for volunteering
- A three-hour interactive training led by an Ardoch employee providing core information, discussions, and scenarios to prepare you for the classroom
- Apply for and receiving a cleared Working with Children Check in your state
- Completing a National Criminal History Check (paid for and organised by Ardoch via CrimCheck)
- If applicable, completing an International Criminal History Check* (processed via Ardoch)
**required if you have lived in any countries outside of Australia for more than 12 months in the last 10 years.*
- Providing details of referees for Ardoch to conduct reference checks
- Agreeing to the Child Safety Policy and Code of Conduct

Support provided by Ardoch

- Online training modules and interactive induction training workshop as mentioned above
- A volunteer handbook and training guide you can refer to
- Support for your placement into a school, including induction checklist, first day check-in with Ardoch staff and a one-month check-in
- Regular professional development sessions to build your skills and knowledge

Terms and Conditions of Volunteering

- Upholding Ardoch's vision, purpose, and values
- Complying with Ardoch's Code of Conduct, policies, and procedures
- Participating in volunteer check-ins (supervision), training sessions and professional development sessions
- Please note: disclosure of any pre-existing illness or injury which could reasonably be foreseen to be affected by the volunteer work duties described is a requirement. Failure to disclose may result in compensation not being paid for that condition.

Child Safety statement of commitment

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 *at all times*, so we have a zero-tolerance approach to all forms of child abuse.

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:

- are from Aboriginal and Torres Strait Islander communities
- are from culturally and linguistically diverse backgrounds
- have a disability
- identify as LGBTIQ+

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.

Ongoing Child Safety requirements

Volunteers, once commenced are expected to:

- Submit to a National Criminal History Check every three years following commencement
- Renew state-based Working with Children Checks prior to their expiration
- Report to Ardoch if charged or convicted with any offence
- Complete an annual child safety refresher training and maintain familiarity with Ardoch's child safety policies and procedures

How to apply

To apply complete the application form at the URL or QR code:

<https://www.ardoch.org.au/individual-volunteer-application/>



Assistance

For further information, or if you have any accessibility requirements that we can assist with, please contact Ardoch's Volunteer Team on (03) 9537 2414 or by emailing:

volunteers@ardoch.org.au

Hiring Manager Approval

Name of Hiring Manager:

Kylie Weller

Date Position Description

Finalised: 24/08/2023

Signature of Hiring Manager:

Kylie Weller

Child Safety Officer Approval

Name of CSO: Lachlan Preston

Date Position Description

Approved: 24 Aug 2023

Signature of Child Safety Officer:

L Preston

CEO Approval

Name of CEO: Lisa Jones

Date Position Description

Approved: 24 Aug 2023

Signature of CEO:

L Preston