

Volunteer Role: Numeracy & Literacy Mentor

The ClementJames Centre is looking for a personable and enthusiastic volunteer with a good knowledge of numeracy and literacy to help children and young people to learn, flourish and achieve their full potential. This is an excellent opportunity for someone who wants to get first-hand experience working in the charity sector around education and teaching. It is also an opportunity to make a real difference in the local community through empowering students to achieve their best.

The Numeracy and Literacy Mentor will work on a one to one basis with students between the ages of 7-18 over at least one school term. They will be offering after school academic support including homework and exam preparation as well as support with numeracy and literacy. The volunteer will be the leader of their sessions, creating their own lesson plans, with full access to The ClementJames Centre's resources; printing, paper, stationary, etc.

Key Tasks

The key tasks of the Numeracy & Literacy Mentor include:

- Creating engaging sessions suited to the student and their level
- Helping students who are under-performing in their subjects
- Keeping track of progress with students, outlining the aims of the mentoring
- Monitoring their progress, adapting lesson plans to suit each student

Person Specification

We are looking for volunteers who:

- Are creative and have a 'can-do' attitude
- Have excellent communication and listening skills
- Are committed to supporting the student achieve their best
- Are able to commit for at least one school-term
- Demonstrate a good standard of general education, particularly in English and Maths
- Have a non-judgmental approach
- Have a commitment to safeguarding
- Are aligned with The ClementJames Centre's values



Support

The ClementJames Centre deeply values the support of its amazing volunteers and is always seeking to improve the volunteer experience. Volunteers are invited to attend support and supervision sessions with the Volunteer Coordinator to check in with how they are doing. We will also provide a reference for any future job applications. Volunteers are always welcome to contact Phoebe to discuss their role - phoebe@clementjames.org.

Expectations

- At least one or two school term commitment
- One hour a week availability
- Commitment to The ClementJames Centre's values and policies/procedures



How to Apply

1. Obtain an expression of interest form via emailing phoebe@clementjames.org or downloading it off our website at clementjames.org
2. Send us your completed volunteer application form by emailing phoebe@clementjames.org
3. **Attend an interview at the Centre**, where we will discuss your strengths, goals, interests and ambitions with us