



Numeracy Volunteer

A note from our CEO

For over 40 years, The ClementJames Centre has been offering local people the skills, knowledge, opportunities and support they need to achieve their potential. We have come a long way in that time – from a straightforward homework club to a well-established community support charity, transforming the lives of 2500 people each year.

Our dedicated team is essential to the success of everything we do. Together, we work towards creating a fairer society where everyone gets the opportunity to achieve their ambitions. We do this by providing high quality services driven by individual needs. Volunteering at ClementJames will put you at the forefront of making positive social change, helping local children and adults to grow and succeed.

Our programmes and services have expanded substantially over the past five years and we have exciting plans for further development. At this important time, we are looking for a high calibre volunteers. The Numeracy Volunteer will work on a one to one basis with students in years 5 and 6 over at least one school term (12 weeks).

They will be offering after school catch up service specifically around one or two key topics based on the National Curriculum. The volunteer will be the leader of their sessions, with full access to The ClementJames Centre's resources (including session plans); printing, paper, stationary, etc.

If you believe that everyone should have the opportunity to realise their ambitions and live fulfilled lives and you would like to volunteer for a dynamic, innovative organisation, then The ClementJames Centre could be the perfect career choice for you.



Dami Solebo



Role Purpose

The Numeracy Volunteer will provide one-to-one academic support to Year 5 and Year 6 students through an after-school catch-up programme delivered over a minimum of one school term (12 weeks). The role focuses on supporting pupils in one or two key mathematics topics aligned with the National Curriculum, helping them strengthen their understanding, improve confidence, and make progress in their learning.

The successful candidate will be responsible for planning and leading engaging numeracy sessions, adapting their approach to meet the individual needs of each student. Volunteers will have full access to The ClementJames Centre's resources, including session plans, teaching materials, printing facilities, stationery, and other learning aids, enabling them to deliver effective and structured support in a positive learning environment.



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



Key Tasks

The key tasks of the Numeracy Volunteer include:

- Creating and delivering engaging, interactive numeracy sessions that are tailored to each student's individual learning needs, abilities, and confidence levels. This includes selecting appropriate activities, resources, and teaching methods to encourage participation and understanding.
- Providing targeted support to students who are underperforming in mathematics, helping them overcome barriers to learning, strengthen their core numeracy skills, and build confidence in applying mathematical concepts both in and outside the classroom.
- Establishing clear learning objectives and maintaining accurate records of student progress throughout the programme. This includes identifying areas for development, setting achievable goals with students, and regularly reviewing progress against these objectives.
- Monitoring and evaluating each student's development on an ongoing basis, adapting lesson plans and teaching approaches to reflect their progress, learning style, and any emerging support needs to ensure continued engagement and improvement.
- Building positive and supportive relationships with students, creating a safe and encouraging learning environment where they feel comfortable asking questions, making mistakes, and developing their confidence in numeracy.
- Preparing session materials and making effective use of resources provided by The ClementJames Centre, including lesson plans, worksheets, stationery, and other educational tools, to deliver high-quality learning experiences.
- Communicating effectively with programme coordinators and relevant staff, providing updates on attendance, engagement, achievements, and any concerns that may impact a student's progress or wellbeing.
- Demonstrating reliability and commitment by attending sessions consistently throughout the 12-week programme and maintaining a professional, positive, and inclusive approach at all times.

Safer Recruitment

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to ensure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- Always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- Committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates, who declare disabilities, to start working or volunteering with us.
- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18's joining the organisation will have ongoing risk assessments to ensure their role and activities are safe and appropriate.
- All documentation relating to candidates will be treated confidentially in accordance with the GDPR legislation.

A woman with brown hair, wearing a grey sweater and a blue lanyard with 'STAFF' written on it, is engaged in a conversation with two men in dark blue suits. They are in a room with a white wall in the background that has some blurred text and a shelf with colorful books.

To find out more, please contact:

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