

# therendezvous

Youth information | advice | mental health | learning

## VOLUNTEERING

**ROLE TITLE: VOLUNTEER LEARNING TUTOR**

Responsible to: Learning Manager Julie Bartle, Learning Associate Faye Dimdore

Base: The Rendezvous Yeovil / Sherborne / Gillingham

### **The Rendezvous Mission**

To help young people to help themselves by providing advice, information and support learning opportunities and positive life experiences for the young people in our communities who need it most.

### **Purpose of the Volunteer Learning Tutor Role**

- The role of the Academic tutor is to work one to one as a tutor with a young person.
- To guide and support the young person towards achieving their Functional Skills Qualification in Maths or English, at Entry Level, Level 1 and or Level 2.
- To help establish and grow a positive attitude and enthusiasm for learning in the young person
- To help the young person to see how their qualification could lead to their next positive step

### **Responsibilities of the Role**

- To plan and provide consistent, regular, and reliable tutoring of a young person
- To encourage enthusiasm about the subject and learning in the young person
- To attend monthly Tutor meetings (online or in person) and share good practice with the tutoring team.
- To raise any concerns with the Learning Manager or Learning Associate at the earliest opportunity
- To take reasonable care not to do anything that might endanger themselves or others, and to report to the Learning Manager or Associate any dangerous situations or shortcomings in arrangements
- To deliver tutoring within existing Rendezvous Policies and Procedures; Volunteer Code, Equal Opportunities, Confidentiality, Safeguarding, Health and safety including Covid-19
- Exam invigilation

### **Training & Support expected participation**

- To take part in an induction of teaching materials and resources, IT, and good practice to ensure readiness for the role
- To undertake safeguarding training including online NSPCC Safeguarding Modules and annual updates
- To work alongside a Mentor to support, establish and maintain own practice

## The qualities, skills and experiences that we are looking for in our Volunteer Learning Tutor's

### Skills & Qualifications

- A good pass at GCSE/Level 2 or above in Maths or English, or relevant experience as applicable
- A teaching qualification is not necessary but welcomed.
- An ability to use the available resources to plan appropriate lessons
- An ability to communicate effectively with a young person to build positive appropriate relationships.
- An ability to explain concepts imaginatively and clearly to a young person
- A reasonable understanding of IT skills and willingness to learn to use online tools and resources

### Personal qualities

- A commitment to helping Young People gain qualifications, grow their self-esteem, and move onto the next step in their lives
- A responsible, kind, patient, and persistent attitude as a tutor
- A resilience and flexibility to cope with learners who may be struggling and may find it difficult to learn
- Ability to work independently and as a member of the wider academic tutoring team.
- An ability to remain impartial and non-judgmental in all interactions with young people from a range of backgrounds.

### Other

- Reliable availability during term time
- A willingness to take part in induction and mentoring as required
- A willingness to respond positively to feedback and ask for help when needed
- An understanding of the paramount importance of safeguarding, professional boundaries, confidentiality, and equality and diversity to ensure the welfare of children and young people
- An awareness of the work of the Rendezvous and its values, and the role of the Learning Tutor within the Charity

### Travel

- Reasonable travel expenses to the base are claimable

### Please Note:

- You must be 17+ to volunteer as a Learning Tutor