

Volunteer Reading Coach – Role Description



About Adult Literacy Trust

The Adult Literacy Trust (ALT) seeks to provide adults the opportunity to break the cycle of exclusion and poor literacy, by providing personalised support in basic reading skills. Through one-to-one support, and as a complement to teaching in formal settings, the charity is dedicated to ensuring that individuals who wish to improve their literacy skills - and to increase their life chances - receive the help they need to become successful readers.

Volunteers are at the heart of this, helping out in all areas within the charity. To support our London-based reading programmes – currently in Hackney and Southwark and, from September, Camden, Tower Hamlets and Westminster – we are recruiting for Volunteer Reading Coaches.

Role Description

Purpose: To support the delivery of literacy learning. In particular, to work with and provide support to adult learners on a 1-1 or small group basis.

Main duties

- Establish constructive relationships with learners and interact with them according to individual needs
- Help to check learners' understanding, build their confidence in reading, and provide help where needed
- Use the strategies of non-directive learning, as instructed by our training providers, to help learners get the best out of their reading practice through providing encouragement, positive feedback and reassurance
- Work with individuals outside class (in a setting selected by the Trust, typically on the partner's premises) to practice the skills learned in the classroom with feedback, support and encouragement, and to help build resilience so that learners persist with their learning
- Take part in regular meetings (online or in-person) with other volunteers and members of ALT staff, in order to share experiences and learn with and through each other.

Person Specification

To be eligible to serve as a Volunteer Reading Coach, no prior teaching experience or qualification will be needed. Volunteers will, however, need to satisfy a number of eligibility criteria, including but not limited to:

- Be at least 18 years old
- Speak, write and understand English well enough to communicate clearly, and have a minimum education of a secondary school level or equivalent
- Be able to meet with a learner at an approved site, on a set day and time (minimum of 1 hour per week), for a minimum of 1 academic term
- Agree to receive an up-to-date DBS check (ALT will cover related fees)
- Successfully complete volunteer induction and training, including safeguarding, and any further training as required
- Adhere to all charity relevant policies and procedures
- Have the right to volunteer in the UK

Essential Skills

- A good communicator, with strong reading and listening skills
- Patient, friendly and approachable
- Reliable and punctual
- Non-judgemental approach
- Ability to explain things in a simple manner

Desirable Skills

- Passionate about literacy and its importance
- Enjoys helping others and able to demonstrate empathy
- Ability to encourage and motivate others to overcome barriers
- Ability to work as part of a team
- Awareness and understanding of equal opportunities and safeguarding

Times and locations for volunteering (subject to change)

Sessions usually last for an hour and take place after classes end. At present, the following timeslots are available for Volunteers to meet with Learners (subject to change):

Monday	Between 12 - 4pm	Mary Ward Centre, Southwark 1 Rushworth St, London SE1 0RB, UK
Tuesday	From 1pm	New City College, Hackney Falkirk St, London N1 6HQ
	Before 10.45am Between 3 - 5pm	New City College, Tower Hamlets Poplar High St, London E14 0AF
	From 1pm	Westminster Adult Education Services 219 Lisson Grove, London NW8 8LW
Wednesday	From 1pm	New City College, Hackney Falkirk St, London N1 6HQ
	From 1pm	Mary Ward Centre, Southwark 1 Rushworth St, London SE1 0RB, UK
Thursday	From 1pm	New City College, Tower Hamlets Poplar High St, London E14 0AF
	From 1pm	Westminster Adult Education Services 219 Lisson Grove, London NW8 8LW