

Volunteer Reading Coach – Role Description



About Adult Literacy Trust

The Adult Literacy Trust (ALT) seeks to provide adult learners 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 in Holborn, Stratford and Westminster, we are recruiting for Volunteer Reading Coaches.

Role Description

Purpose: To support the delivery of literacy learning at Entry Levels 2 and 3. In particular, to work with and provide support to adult learners on a 1-1 or 1-2 basis.

Main duties

- Meet learners weekly, on-site at college campuses, typically before or after the learner's formal classes
- Build constructive relationships with learners
- Support learners according to their individual needs
- Help to check learners' understanding, build their confidence in reading, and provide help where needed (on a 1-1 or 1-2 basis)
- Help learners get the best out of their reading practice through providing encouragement, positive feedback and reassurance, following ALT's learner-led model
- Help learners practice the skills learned in the classroom and encourage confidence and 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

No prior teaching experience or qualifications are needed to be eligible to volunteer as a Reading Coach. Volunteers do, however, need to satisfy a number of eligibility criteria, including:

- 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 location, on a set day and time (minimum of 1 hour per week), for a minimum of 2 academic terms
- Agree to receive an up-to-date DBS check (fees covered by ALT)
- 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