



## **Volunteer Reading Coach – Role Description**

### **About Adult Literacy Trust**

The Adult Literacy Trust (ALT) believes that everyone deserves the chance to read with confidence and take control of their future. We support adults in building essential reading skills through personalised, one-to-one support that complements learning in formal education settings.

Our volunteers are at the heart of everything we do. By giving their time and encouragement, they help learners grow in confidence and open up new opportunities in their lives.

### **About the Role**

As a Volunteer Reading Coach, you'll work closely with adult learners to support their reading journey. You'll meet your learner regularly during term time to help them build skills and confidence in a relaxed and supportive way.

Your role is not to teach in a formal sense, but to encourage and support learners as they practise and strengthen what they're learning in the classroom.

### **What you will be doing:**

- Meeting with your learner on a 1:1 basis, weekly for one hour at one of our partner colleges, typically before or after their scheduled classes
- Building positive, supportive relationships with learners
- Tailoring your support to each learner's individual needs
- Helping learners understand various reading materials and develop their confidence
- Offering encouragement, reassurance, and constructive feedback
- Supporting learners to practise their reading skills and stay motivated
- Helping learners build resilience and continue progressing, even when things feel challenging

You don't need any teaching experience or formal qualifications to become a Reading Coach - just a willingness to help others and a positive attitude.

### **To volunteer, you will need to:**

- Be aged 18 or over
- Have a good level of spoken and written English, and a minimum education level of GCSE or equivalent in any subject
- Be able to commit to meeting a learner once a week (around 1 hour) for at least two academic terms
- Be willing to complete a DBS check (paid for by ALT)
- Complete our training course, including online safeguarding training and attend an induction at your chosen college location
- Follow ALT's policies and procedures
- Have the right to volunteer in the UK

### **What are we looking for?**

We're looking for people who are:

- Friendly, patient, and approachable
- Good listeners and clear communicators
- Reliable and committed
- Non-judgemental and supportive
- Able to explain things simply and clearly

### **It's a bonus as well if you...**

- Feel passionate about improving literacy
- Enjoy helping others and can show empathy
- Can encourage and motivate people to overcome challenges
- Work well as part of a team
- Have an awareness of equality, diversity, and safeguarding

### **What are the benefits for you?**

By volunteering as a Reading Coach, you'll make a real difference in someone's life. It will help learners build confidence, develop new skills, and access more opportunities – the same may also apply to you! It's also a rewarding way to give back, meet new people, and be part of a supportive and inspiring community.