

ROLE PROFILE
Learning Support Volunteer

Section 1:

COMPANY:	Aspire Sussex Limited
LOCATION	(To be determined following appointment)
JOB TITLE:	Learning Support Volunteer
STATUS:	Voluntary
POST ACCOUNTABLE TO:	Tutor & Subject Specialist
OTHER MAJOR CONTACTS:	HR Department Centre Administration Teams Employability Skills or Family Learning & Community Projects Faculty Team as appropriate

Section 2: Function and Purpose

To assist in supporting the delivery of the Aspire Sussex course under the direction of a named Tutor.

Section 3: The responsibilities will include:

- To carry out voluntary duties as agreed with the tutor or subject specialist, in general to:
 - Support students to undertake learning activities
 - Help establish a safe and active learning environment
 - Support the effective use of learning resources
 - Contribute to the feedback and evaluation process
- To work according to Aspire Sussex policies and procedures including Health and Safety, Equality and Diversity, Safeguarding and Confidentiality.
- To attend the agreed placement once a week or as agreed with the Aspire Sussex Subject Specialist, tutor or HR Department.
- To undertake relevant training.
- To respect confidentiality.
- To be punctual and reliable.
- To work as part of a team.

ASPIRE SUSSEX

PERSON SPECIFICATION
Learning Support Volunteer

		<i>Essential</i>	<i>Desirable</i>	To be Evidenced by
A	QUALIFICATIONS and TRAINING			
	▪ Recognised Level 2 qualification (English or Maths as required)	✓		Application form/certificates of achievement
	▪ Good knowledge of subject area (English or Maths as required)	✓		Application form/certificates of achievement
B	EXPERIENCE			
	▪ Supporting others in a learning environment		✓	Application form/interview
	▪ Working as part of a team		✓	Application form/interview
C	KNOWLEDGE			
	▪ Awareness of basic skills issues		✓	Application form/interview
	▪ Basic Learning concepts		✓	Application form/interview
D	SKILLS			
	▪ A good listener and able to communicate clearly	✓		Application form/interview/reference
	▪ Patient and understanding	✓		Application form/interview/reference
	▪ Relate positively to people	✓		Application form/interview/reference
	▪ Flexible – e.g. working on a one to one basis or with a group	✓		Application form/interview/reference
E	VALUES			
	▪ Willingness to learn from learners and follow instruction from a tutor	✓		Application form/interview
	▪ Commitment to core values of Aspire Sussex	✓		Application form/interview
	▪ Commitment to equal opportunities and anti-discriminatory practice	✓		Application form/interview/reference
	▪ Must respect confidentiality	✓		Application form/interview/reference
	▪ Willingness to undertake relevant training	✓		Application form/interview
	▪ Able to commit at least two hours per week to learner support during term time	✓		Application form/interview
F	PERSONAL ATTRIBUTES			
	▪ Team player	✓		Application form/interview/reference
	▪ Open and honest	✓		Application form/interview/reference
	▪ Ability to use initiative	✓		Application form/interview/reference
	▪ Punctual and reliable	✓		Application form/interview/reference