

Information Pack for Prospective Learning Support Volunteers

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1. Welcome

Thank you for your interest in Aspire Sussex Ltd. We hope you will find the following information useful in helping you decide whether you want to volunteer with us.

2. How to apply

Please read through the information contained in this pack. If you are interested in becoming a learning support volunteer for Aspire Sussex, please complete the enclosed application form and return to:

HR Department
Aspire Sussex Ltd
Crawley Adult Education Centre
Ifield Community College
Crawley Road
Crawley
RH11 0DB
Email: hr-team@aspresussex.org.uk

3. About Aspire Sussex

The vision of Aspire Sussex is: *to provide community based adult education that is vibrant, accessible and sustainable and responds to the needs of our local communities.*

Our mission is *to enable people to achieve their personal aspirations, whatever their starting point, and inspire them to learn, enjoy and achieve.*

As a Volunteer with us, you would be helping us to achieve our vision and mission.

Aspire Sussex Ltd delivers courses in four main areas:

- Community Learning - offers a wide range of courses including Health and Fitness; Arts and Crafts; Languages; Cookery; History and Family History; Photography; IT and quite a bit more!
- Employability Skills - offers a wide variety of qualification and non-qualification courses, which are designed to improve employability skills, business skills and professional skills. It also offers a variety of courses to help adult learners to improve their independent living and learning skills, such as money skills, English, maths and ICT embedded where possible into everyday tasks and activities.
- Family Learning - Aspire works with school and children and family centres, delivering courses to enable families to learn together and helping parents to understand what their children are learning at school. Courses include maths, English, art and craft, ICT and cookery.
- Community Projects - Aspire Sussex and partners have been successful in bids to the Big Lottery Building Better Opportunities programme and have received funding totaling just over £1 million. Aspire will be leading two new projects called Working Together for Work and Local Learning Perspectives across the Coast to Capital LEP area (East and West Sussex, Surrey,

Brighton and Hove).

Our courses are provided at a variety of venues across West Sussex at different times during the day and evening.

4. Volunteering Opportunities

Volunteers usually support tutors in one of the following areas. This brief overview may help you decide which of the area(s) you might like to support.

- **Maths:** Money management, fractions, decimals and percentages.
- **English:** Grammar, punctuation, spelling rules, sentence construction and reading for meaning.
- **ESOL (English for Speakers of Other Languages):** Speaking and listening, reading and writing in English.
- **ALD (for adults with learning difficulties):** Skills to develop independent living such as communicating appropriately, developing social skills, basic meal planning, budgeting and making choices.

Learning usually takes place in small informal groups led by a tutor. As a Volunteer you will support students, either individually or in small groups, who want to improve their skills for work, for everyday life or to help their children at school. You will be working under the guidance of a qualified tutor at all times.

Volunteer places are subject to suitability and references. Please note that placements may not be available immediately in your chosen subject or preferred location.

5. Who should apply?

We welcome applications from people who:

- Are able to give their time freely to assist in supporting tutors and student groups.
- Hold a GCSE, or equivalent level qualification, in English and/or maths as appropriate. (However, if you have no formal qualifications there is the opportunity to take Level 2 qualifications in English/Maths).
- Are willing to undertake relevant training.

An informal interview will be held to determine suitability for the role and to give you the opportunity to decide whether Volunteering with Aspire is something that you want to do.

6. Our commitment to you

As a volunteer you can expect to:

- Discuss appropriate placements with the HR Department.
- Receive free training when organised which will be specific to your Volunteering role.
- Have access to resources and materials to support learning.
- Receive support from the Tutor, Subject Specialist and Faculty Manager.
- Participate in decisions about your work as a volunteer.
- Attend a free course within the Aspire Sussex curriculum programme aligned to your continuing development as a Volunteer (in line with the Training and Development Policy).

7. Your commitment to us

We expect you to:

- Be guided by the Course Tutor.
- Attend training as appropriate.
- Notify the tutor or the Adult Education Centre where your course is held if you are unable to attend a particular session.
- Observe strict confidentiality about all students.
- Work in line with Service policy e.g. in relation to Health and Safety, Equality and Diversity and Safeguarding.
- Arrive in good time (normally 15 minutes before the start of class), to be briefed, and to assist the tutor as appropriate.

8. Training

As part of our commitment to quality standards all Learning Support Volunteers are asked to undertake regular training. This may include half-day workshops focusing on the subject you support, for example, trying out resources and understanding the methods of learning support used in the classroom.

Volunteers also have the opportunity to access:

- our virtual learning environment, Moodle, for induction and general information.
- a course, to aid your continued professional development as a Volunteer, advertised in the *Aspire Sussex Brochure*. Please contact the HR Department on 01293 853481 for a volunteer application form or e-mail hr-team@aspresussex.org.uk

9. Travel Expenses

Learning Support Volunteers are entitled to claim travel expenses to and from the venue where they are based; the rate is 45p per mile up to a maximum of £7.20 per session.

Claims can be made through completion of a T1V form which is available from all Aspire Sussex Adult Education Centres. This form requires both the volunteer and tutor signature to authorise payment and on completion should be sent to Janet Proctor at Aspire Sussex Ltd, Chichester Adult Education Centre, Kingsham Road, Chichester, PO19 8EB. E-mail janet.proctor@aspresussex.org.uk

10. Safeguarding

Aspire Sussex believes that all students are entitled to a learning experience that takes place in a safe, healthy and supportive environment which is free from bullying, abuse, harassment and discrimination. In the classroom this is the responsibility of all but especially the tutor and supported by the volunteer.

11. Learning Support Volunteer Job Description

Function and Purpose

To assist in supporting the delivery of an Aspire Sussex Employability Skills course under the direction of a Tutor

Responsibilities include:

- To carry out voluntary duties as agreed with the subject specialist or tutor, 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 policies and procedures including Health and Safety, Safeguarding, Equality and Diversity 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.

12. Recruitment procedure

- All applicants are required to complete the Volunteer Application Form included with this pack.
- If your experience, expertise and qualifications are considered suitable for volunteering in the Adult Education sector then you will be invited for interview.
- If you are successful at interview, references will be taken up and checks carried out before you are appointed.
- The HR Department will discuss appropriate vacancies that arise and arrangements may be made for Learning Support Volunteers to visit a suitable placement.
- On appointment to the role of Learning Support Volunteer, confirmation of the placement, tutor and subject will be issued.

Please note that placements may not be available immediately in your chosen subject or preferred location. In such situations, we will offer to keep your details until a suitable placement does become available.