



VOLUNTEER ROLE DESCRIPTION

Volunteer Role:	Homework Club Volunteer - SMILE Project
Section:	Children's Section
Reports to:	SMILE Volunteer Co-ordinator
Time Commitment:	Attendance to weekly club for a minimum of 3 months

Context

SMILE Project

The Supporting and Mentoring in Learning and Education (SMILE) Project is a project funded by the Department for Children, Schools and Families (DCSF) and is part of the Children's Section of the Refugee Council. It is based in Yorkshire & Humberside, the West Midlands and London.

The project consists of three volunteer co-ordinators, a project manager and a research and web officers.

The project will recruit volunteers to support refugee and asylum seeking children, both unaccompanied and in families, to support them in their education, and to enable them to learn life skills and enjoy their learning.

Homework Club Volunteer

To volunteer with a small group of young people, co-run educational activities within the context of a weekly homework club and assist young people with homework and educational tasks.

Volunteer role

Tasks will include some or all of the following:

- Co-run including responsibility for setting up and clearing away a weekly homework club with paid staff and other volunteers
- Teach English to clients with a variety of English language needs. This can be done individually or in a group setting
- Compile resources for English language lessons
- Lesson planning
- Assess the language level of clients and meet their needs accordingly
- Liaise with other English teachers and Volunteer Coordinators to develop the programme
- Deliver short educational presentations to the group on selected topics
- Help young people with their homework
- Play educational games with young people

- Provide emotional support to the group and individual young people
- Identify educational and leisure activities and assist young people accessing them
- Have regular contact with the volunteer co-ordinator to feed back progress with client
- Communicate as a matter of urgency any child protection and health & safety concerns to the volunteer co-ordinator
- Feed back experience of the role to the Volunteer Coordinator and SMILE Team

Person Specification

It is **highly desirable** that volunteers within this role have:

- Teaching qualification and/or experience
- Experience of teaching/coaching young people

It is **essential** that volunteers within this role have:

- Some experience of working with or supporting young people
- Awareness of the needs of young people, especially separated children, and willingness to enhance it through training
- Awareness around child protection and willingness to enhance it through training
- Self-confidence and the ability to approach and talk to young people
- Good organisation skills
- An ability to understand and abide by the Refugee Council lone working procedure
- A commitment to the work and values of the Refugee Council
- An understanding and commitment to equal opportunities in practice
- Effective communication skills, and a good level, and understanding of spoken and written English
- Ability to work as part of a team, as well as on their own with clients outside the office
- An understanding of the need to provide a quality service without becoming over-involved with individual clients
- Ability to access appropriate resources for young people.
- Basic IT skills – use of the internet and email.
- An understanding of confidentiality, impartiality and non-directive approach when working with clients.
- Must consent to and provide all relevant documentation for an enhanced disclosure by the CRB (Criminal Records Bureau) and, from 2010, register with the Independent Safeguarding Authority

Skills and experience likely to be gained from the role

- An understanding of the specific needs of asylum seeking and refugee children in the UK around educational attainment.
- Experience of providing educational support to young people
- Knowledge of the work of the Refugee Council Children's Section
- Knowledge of the British education system, or willingness to learn
- Knowledge of Child Protection and Health & Safety related to young people

- Experience of providing direct support to young people on a one to one basis
- Skills in developing personal boundaries and understanding the importance of maintaining these

Volunteers are reminded to:

1. Adhere to the principles of confidentiality, for example do not discuss your client's details out in the public domain including your own home environment.
2. Adhere to the principles of equal opportunities, for example by providing appropriate, sensitive and impartial services and being accessible to all asylum seekers and refugees, regardless of their personal circumstances
3. Adhere to clear boundaries, for example do not give out your telephone number; do not give any gifts however small or second hand they may be; and never lend, give or accept any money

Jan 2010