

	<p style="text-align: center;">Volunteer Profile</p>
<p style="text-align: center;">Learning Centre</p>	<p style="text-align: center;">Centre Support Assistant (Level 1)</p>

Reports to : Centre Manager/ Centre Director

Purpose of Role: To work under the direct instruction of Centre Manager, usually in the centre with the manager/director, to support access to learning for students and provide general support to the centre manager in the management of students and the centre.

Tasks

Support for Students: Attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
 Supervise and support students ensuring their safety and access to learning.
 Establish good relationships with students and parents, acting as a role model and being aware of and responding appropriately to individual needs.
 Promote the inclusion and acceptance of all pupils.
 Encourage pupils to interact with others and engage in activities led/planned by the centre manager.
 Encourage students to act independently as appropriate.

Support for Centre staff Prepare centre as directed for one-to-one or small group lessons and clear afterwards and assist with the display/safe keep of students work.
 Be aware of student problem/progress/achievements and dealing with or reporting difficulties as appropriate.
 Gather/report information from/to parents/carers as directed.
 Provide clerical/administrative support to centre administrator e.g. telephone answering/make client contact, collecting money, photocopying, typing, filling, etc.

Support for the Curriculum: Support students in respect of local and national learning strategies e.g. literacy, numeracy, various key stages as directed by centre manager.
 Support students to understand instructions.
 Support students in using basic ICT as directed/required to access online revision packages.
 Prepare and maintain resources as directed by the centre manager and assist students in their use.

Support for the centre Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
 Contribute to the overall ethos/work/aims of the SPARK Centre.
 Appreciate and support the role of other professionals.
 Attend relevant meetings as required.
 Participate in training and other learning activities and performance development as required.
 Assist with the supervision of students at break times including ancillary associated duties (e.g. cleaning up spillages, wiping tables, keeping floors as clear as possible from dropped food).
 Accompany centre staff and students on visits, trips and out of centre activities as required.
 Take part in group activities as required.
 Set very high standards in terms of dress, language and behaviour at all times in the centre.

Person Specification

Qualification & Experience Experience working with relevant age groups (young people) within a learning environment.
 Good numeracy and literacy skills.
Currently in education or studying for the DfES Teacher Assistant Induction certificate.

Knowledge & Understanding Able to work constructively as part of a team, understanding centre roles and responsibilities.
 Able to use basic technology – computer, video, photocopier.
The following essential skills are provided to volunteers as part of our intensive Induction package. Courses would be arranged locally once you are volunteering.
 Ability to relate well to children and adults.
 Appropriate knowledge of first aid basics.
 Appropriate knowledge of the Universal Safeguarding children (Child Protection)
 Appropriate knowledge of IMPACT SKILLS.



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