

Job description: Assistant IT Tutor (volunteer)

Position:	Volunteer – Assistant IT tutor
Responsible to:	Specialist tutor and Resident Involvement Officer, Worthing Homes
Location:	Resource Centre, Worthing Homes, Davison House, North Street, Worthing, BN11 1ER
Day:	Every Wednesday
Times:	Various between 10am-5pm

Overview of Organisation:

On Wednesday's Worthing Homes provide computer and CV/job training to the community. Classes are taught by the specialist tutor and one to one teaching is delivered by volunteer tutors. Learners can include people with a range of abilities including non-native English speakers and those with learning disabilities, mental health problems, physical and motor disabilities. Referrals come from several different local support projects and organisations. All students have a pre-assessment to determine the best support option and fill out enrolment forms.

Job Role:

Supporting and teaching students and adapting to their needs. Encouraging learners to develop skills and improve confidence. Keeping up to date records of their learning. Liaising regularly with the specialist tutor who is the first point of contact and oversees all activity during this time. Referring to and booking appointments with the online diary. Attending regular meetings as requested. Being aware of the importance of confidentiality at all times.

Preferred Experience:

Previous teaching experience and qualification desirable with a good knowledge of MS Office applications. It would also be helpful to have experience of supporting people with filling in forms for jobs, job searches and CV writing.

Personal Skills:

A calm and patient approach is required, as many students will have no previous experience of computing. Volunteers will work within the policies operating in Worthing Homes Resource Centre, e.g. equal opportunities, confidentiality, health and safety. Other courses requiring different or more advanced skills may be added at a later date. An interview and references will be required and if successful an agreed trial period. Reasonable travel expenses will be paid.