



DESCRIPTION OF POST

Job Title: Jewellery Volunteer
Directly responsible to: Assistant Principal Community Learning

Overall purpose of the post

1. To assist and support Jewellery tutors in their delivering
2. To promote creativity
3. To ensure a safe and inclusive learning environment

Main duties and responsibilities:

- 1 Assist tutor in delivering teaching and learning activities
- 2 Support and assist learners under the guidance of the tutor either individually or as a group
- 3 Support learners in the use of information learning technology to promote independent learning
- 4 Maintain learners' interest and motivation to learn more about the subject
- 5 Encourage and facilitate exchanges between learners to promote the sharing
- 6 Encourage and reassure learners through positive feedback and praise
- 7 Carry out duties at all times with due regard for health, safety and safeguarding.
- 8 Ensure that practices are inclusive and take account of equality and diversity
- 9 Evaluate the effectiveness of the session and consider ways of continual improvement
- 10 Comply with the Institute's Data Protection Policy
- 11 Report to the relevant member of staff any issues or concerns
- 12 Participate in CPD and complete all essential training and attend staff meetings



Person Specification, Qualifications and Experience

Essential:

- GCSE A*-C in English and Maths or equivalent level 2 qualifications
- Good knowledge of silversmithing and related techniques
- Excellent communication skills
- Contribute to effective team work and follow instructions
- Ability to empathise with learners
- Ensure that practice is inclusive and take account of Equality and Diversity
- Carry out duties at all times with due regard for Health & Safety and Safeguarding
- Maintain awareness of key Health & Safety issues within curriculum area, liaising with the tutor and reporting to Head of Curriculum on any matters requiring action
- Able to critically reflect upon and evaluate own performance in the context of internal and external factors influencing adult education
- Comply with the Institute's Data Protection Policy

Desirable:

- Experience in Volunteering and/or Community Learning
- Understanding of the diverse nature and learning styles of a group
- Computer literate with good MS Office skills including Word
- Knowledge of a range of learning resources, including information learning technology and adaptive technologies

Skills and attributes:

- Good interpersonal and communication skills
- The ability to form and maintain appropriate relationships and personal boundaries with learners and to treat all learners with respect and consideration
- Ability to liaise with colleagues, learners and tutors
- Ability to work as part of a team
- Ability to follow instructions effectively
- Willingness to remain flexible and responsive to the needs of the service
- Willingness to undertake professional development