

Crewmate Role Description



The Literacy Hubs

The role of our Crewmates is to provide positive and encouraging 1-1 support for the young people on our programmes to enable them to develop their literacy skills in a unique and engaging environment.

This role would be a great fit if you:

- Have a good level of literacy
- Are able to build a good rapport with children and young people
- Enjoy mentoring and supporting people
- Are willing to provide positive support and encouragement

Key tasks and responsibilities:

- Assisting the session leader by supporting the children.
- Providing 1-1 reading support.
- Working with the children on one of their published projects. Our projects aim to provide a tangible outcome for the children and include projects such as writing a story for a published book, scripting a radio show, and creating their own adventure film.
- Encouraging the children when they encounter challenges and assisting with confidence building.
- To always ensure the safety and welfare of the children by following The Literacy Hubs guidelines, policies and procedures.

How old are the children I will be supporting?

The children will be mostly from school years 5, 6 and 7 so will be aged between 9 and 12.

How long will the sessions last?

Each session will last for about 2.5 hours and run on weekdays during term time. Different children come on different days of the week and session times vary from earlier in the afternoon to after school.

We ask that our crewmates arrive 30 minutes before the start of each session, in order to take part in a briefing to explain the focus of the day and answer any questions.

How do I sign up for sessions?

Session times and dates will be released in advance so you will be able to book the dates and times that suit you. You will receive the sign up details after you have attended training.

Considerations

You will need to be 18 or over to become a crewmate.

We will require two references and will undertake a criminal record (DBS) check for new crewmates.

All volunteering is based on what you are able to offer. We feel from experience that regularly attending sessions helps to build a rapport with the children, which not only has a positive impact on the children's progress but also allows our volunteers to see the difference they make. We understand this might not always be possible and are grateful for all the support we get and in return we will do all we can to ensure your experience is as rewarding as possible.

Training & Support

Initial training will be provided before you begin volunteering, so you will learn the basic techniques needed to help you support the children.

All sessions are led by a qualified teacher, who will provide a thorough briefing at the start of each session and will be available for support throughout.

During sessions, crewmates can call on our bespoke resource pack to provide additional support when assisting the children with a variety of writing techniques.

We end every session with a crewmate debrief. This provides a chance for everyone to share & receive feedback.