



Voluntary Role: Functional Skills Volunteer

1. Organisational background and information:

The Milton Keynes Christian Foundation is a post 16 training provider which prides itself on its dynamic approach to teaching and learning. We offer work-based training opportunities across our exciting range of social enterprises as well as a variety of vocational qualifications, pastoral and progression support, and Functional Skills qualifications in English and maths.

We are looking for a Functional Skills Volunteer to join our Learning and Trainee Support Team. If you are interested in this role, we'd love to hear from you! Please keep reading for further information and feel free to contact us if you have any questions or would like further information. You can contact Lauren, our Functional Skills Lead, by emailing lauren.makin@mkchristianfoundation.co.uk.

2. Purpose

The purpose of this voluntary position is to:

- Support our trainees (young people) to reach their full potential by developing their English and Maths skills and helping them to achieve qualifications.
- Work closely with the Learning and Trainee Support team.
- Provide trainees with a refreshing approach to tutoring Maths and English in a way which engages them and builds confidence.

3. Main Responsibilities

- To work closely with the Functional Skills Lead and teaching assistants to provide one-to-one and small group support to trainees within sessions to build their confidence and skills, and enable them to achieve Maths and English qualifications.
- To work empathetically with trainees who have additional learning needs or specific barriers to learning.
- To provide timely and meaningful feedback to the trainees to help them continue to make progress.
- Foster positive, mutually respectful, professional relationships with all of our trainees and staff in order to create a safe and positive environment in which they can thrive.
- Ensure the Health and Safety and Safeguarding of all trainees.
- Undertake relevant safeguarding training.

4. Person Specification:

Skill or attribute	
Maths and English to L2	Essential
A passion for enabling young adults to fulfil their potential	Essential
Awareness of Safeguarding expectations and an Enhanced DBS (the Foundation will provide this)	Essential
Will work to our volunteer Code of Conduct at all times	Essential
Experience as teacher, trainer or TA	Desirable
Experience of working with young people with a SEND	Desirable

5. Please be aware that all volunteer applicants will be required to complete an application form and attend a taster day. Due to safer recruitment laws, volunteers need to provide us with two references and agree to adhere to our volunteer code of conduct. Alongside providing an Enhanced DBS check, we will also provide volunteers with basic safeguarding training.