



Volunteer Role Description for Learning Assistant

Role Summary:

We run a formal education service throughout the term, with regular visits from schools, and a lively informal family programme, with half term and holiday events. We also run workshops and programmes for people of all ages throughout the year. Volunteer Learning Assistants help us run the workshops and activities for schools, families, young people and other education groups.

Main activities/tasks:

- Assisting the freelance teachers with school visits. This can involve dressing children in costume or explaining the palace, grounds and park, as part of an entertaining schools session.
- Supporting the Learning Officer in developing educational activities and helping to run informal events such as family workshops
- Setting up and taking down education, weekend and holiday activities.
- Making objects or visuals for use by the children

Relevant experience/skills:

No experience is necessary but previous work with children would be an advantage. There are two main areas of volunteering; those prepared to help the freelance teachers and those prepared to supervise pre organised activities by themselves. An interest in history and the arts would be an asset, though not essential. Enjoyment of the company of children and families is important. While support and training will be provided, from time to time volunteers may work independently or without one to one supervision.

Training and support:

We have an induction process, during which we give volunteers the information we believe they need to enjoy their time with us. The Learning Officer will give volunteers any specific information they need before starting and volunteers will be able to shadow an experienced volunteer to learn 'on the job'.

Volunteers will have regular meetings with the Learning Officer to allow them to give and receive feedback about their work. They are also encouraged to bring up any concerns or questions as soon as they arise and make an input into the overall development of the programme.

Availability:

School sessions take place during the week, and we would need you to cover either a morning or an afternoon session. Family activities tend to run during school holidays or on weekends. The timings for other workshop (e.g. for adults or young people) will vary but you will be given notice of these activities.

Additional information:

As this role involves working with children, we will have to carry out a criminal record check through the Criminal Records Bureau on volunteers in this role. Having a criminal record in itself is not a barrier – we are only concerned about convictions that show a person might pose a risk to children. Any information revealed by these checks is kept strictly confidential – we have a confidentiality policy, and are also under a legal obligation to respect this.

Main point of contact/supervisor:

Learning Officer

Please contact: volunteer@fulhampalace.org

