**Post:**  Learning Hub Coordinator

**Wage:** £10 per hour of Hub time and £7.83 for admin hours

**Hours:** between 4 to 6 hours per week for 27 weeks, after-school hours.

Opportunity to increase hours depending on demand. Yearly contract, which

can be renewed.

**Responsible to:** Operational Manager and Volunteer Coordinator

We are looking for a Learning Hub Coordinator for our Learning Hub within community centres, located in the outer west end of Newcastle. This would be ideal for someone looking for an additional income. The hours are from 3:15pm - 6:15pm during the weekdays, excluding Fridays. The Learning Hubs run during school term time, except during the February half term, with the possibility of a holiday clubs during, 1 week of Easter Holiday and 3 weeks over the summer holidays.

Your main responsibility will be to intellectually and emotionally support children and young people that attend your Hub by creating a safe and homely learning environment, where they can do their homework, work independently, prepare for exams or take part in a club. You will need very good interpersonal skills to relate to children as well as young people, to their parents/carers, to manage a team of volunteers and to maintain relationships with the community centre or school.

**How to Apply**

To apply, please complete an application form to be emailed back to [busola@s4a.org.uk](mailto:busola@s4a.org.uk) by Friday 1st November 2019 by noon.

If you require further information, please contact Busola Afolabi on 0191 273 2229 or via email on [busola@s4a.org.uk](mailto:busola@s4a.org.uk)

**All Staff of Success4All should**

1. Contribute to the whole ethos of Success4All, which aims to engage, equip and empower the families in need.
2. Promote the educational development of each child, and uphold the belief that children have the right to great education regardless of their financial background
3. Be concerned for the well-being of each child and their family, and play an active role in following the safeguarding procedures

**Role Description:**

As Learning Hub Coordinator, you will responsible for managing a group of 15 children and young people as well as 8 to 12 volunteer tutors/befrienders. Your main task will be to create a safe and homely learning environment, where children and young people can do their homework, work independently, prepare for exams or take part in a club. All Learning Hub Coordinators report to the Operational Manager and Volunteer Coordinator, on a weekly basis via text or email. During the first few months, you will be supported by either the Operational Manager or Volunteer Coordinator during your Learning Hub sessions. You will also be required to attend six half-termly Learning Hub Coordinator meetings throughout an academic year for which you will be remunerated. You will also be required to attend training, again this will be remunerated. As a Learning Hub Coordinator, you will have sole responsibility for your Learning Hub, and will be required to adhere to strict safeguarding, health and safety and data protection procedures, as well as maintaining relationships with volunteers, learners and their families.

**Main Duties**

* To emotional and intellectually support the children and young people that attend your Hub
* Ensuring Success4All’s health and safety policies are met
* Ensuring Success4All’s safeguarding and data protection policies are met
* Record and report weekly attendance and progress of beneficiaries & volunteers and keep up with all administrative and monitoring systems required
* To keep up to date with educational issues and changes in the school curriculum
* Setting and clearing up of the Learning Hub 15 minutes before & after session
* Carry out risk assessment of new activities
* Supervise children & volunteers at all times
* Get to know and befriend the learners, parents, volunteers and centre staff of your Learning Hub
* Register, interview and do initial assessment of needs of new learners
* Manage a team of volunteers and match them to the needs of learners
* Support learner and volunteer with learning resources and learning programmes
* Suggest, develop, create other or new activities which will engage them into learning
* Deal with disturbances in a firm but quiet manner
* Liaise with key stakeholders in the community to make them aware and engage them in the Learning Hub (i.e. parents, schools, colleges, faith groups, community groups, etc)
* Give information, advice and guidance to new learners and their parents/carers about S4A Learning Hubs and Clubs
* If knowledgeable, signpost parents or volunteers to other appropriate services
* Store neatly and securely resources and admin file of Learning Hub or Club
* Maintain and clean the area used in the centre for the session

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and task but sets out the main expectations in relation to the post holder’s professional responsibilities.

Job Title: Learning Hub Coordinator

Person Specification:

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|  | **Job Requirements** |
| **Education and Qualification** | * GCSE C grade in Maths and English or equivalent * A-levels, diploma or degree of higher education * Evidence of relevant professional development |
| **Knowledge and experience** | * Experience working with children within an educational setting * Knowledge and experience in behaviour management * Knowledge and experience of strategies to encourage and support learning * Knowledge, experience and understanding of learning processes. |
| **Skills and Abilities** | * Basic IT-skills (Word, Excel knowledge, e-mailing, internet searches) * Able to constantly improve own practice/knowledge through self-evaluation and learning from others. * Ability to relate well to children and adults. * Able to use ICT effectively to support learning. * Able to work constructively as part of a team. * Able to work with children and young people on a 1-to-1 basis. * Able to work with small groups of children and young people. * Ability to understand the diverse needs of children and young people. * Ability to motivate and mentor children, young people and volunteers. * Ability to plan effective activities for children and young people to progress learning. |
| **Special Requirements** | * Commitment to high educational, professional and personal standards. * Understanding the importance of maintaining confidentiality. * A flexible approach to work, including a sense of humour. * Ability to manage work independently and to deadlines. * Commitment to equal opportunities and valuing diversity. * An Enhanced Disclosure is required for this post. |