

SCHOOLING SUPPORT ASSISTANT



Role Information

- **Days and hours:** 7-14 hours per week (09:30-4:30) Tuesdays or/and Wednesday
- **Term:** Minimum commitment of 3 months
- **Reporting to:** Family Support Lead
- Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

About the role

IRMO's Family Project seeks to achieve three key differences: improve children's well-being through access to education, healthcare and welfare; reduce their level of isolation, giving them opportunities to make friends; and improve their confidence and understanding of English so they can access the National Curriculum and achieve their full potential. As Project Assistant, you will support the Family Support Worker in their work to advise families on issues relating to schooling and child wellbeing. Paperwork needs to be completed for each session both to ensure relevant data is captured. You will help to ensure our database is kept up to date as well as to monitor and evaluate the service so that we can track progress against our outcomes. As a community-led organisation we are in the process of re-thinking the ways we offer support and advice on the Family Project. We are looking for volunteers who share our ethos and who are willing to join us in developing new ways of working with families that are more user-led, horizontal and empowering.

Main tasks and responsibilities

- Ensuring IRMO is a welcoming, inclusive and supportive environment for users, volunteers and staff;
- Working in-line with IRMO's policies and ethos, paying particular attention to confidentiality, equal opportunities and child protection;
- Reporting any safeguarding concerns to Project Manager and Designated Safeguarding Lead immediately;
- Supporting parents with the school admissions process in the UK. This includes: providing information about the UK education system; explaining the school admissions process; helping parents fill in application forms; writing/calling Local Authority School Admissions; and following up on unsuccessful applications;
- Developing partnerships with external organisations where possible;
- Interpreting for parents at school, the GP, Local Authority, etc;
- Carrying out monitoring and evaluation. This includes: properly recording case notes for each advice session; updating databases regularly; designing monitoring tools like feedback forms; and carrying out surveys;

- Helping plan and deliver parent workshops and focus groups;
- Putting together useful resources for parents and staff, including simple translations, fliers, handouts, etc.
- Participating in team planning and evaluation meetings to develop a longer-term strategy to address systemic barriers to education.

Person specification

- Fluent in English (essential) and intermediate Spanish or Portuguese (desirable);
- A flexible and enthusiastic individual, who is confident working in a multicultural and multilingual environment;
- Excellent time management and organisational skills; Excellent interpersonal and communication skills and close attention to detail;
- Ability to work well in a team and with people from diverse backgrounds; Ability to set their own work priorities, use their initiative and work independently;
- Responsible and committed to the principles of equal opportunity in the workplace;
- Experience working with migrants, ideally in an advice/support role (desirable);
- IT skills (particularly Excel).

Additional Requirements

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

Benefits from Volunteering at IRMO

- Gives the opportunity of helping others and to give back;
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Helps to gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after 3-month period) for further impact on the employment status;
- Participate in training sessions with high quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

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THANK YOU FOR YOUR SUPPORT