



## **VR037 - Volunteer Role – Tutor – One to One**

### **Role Purpose**

Under the direction of the Community and Learning Development Worker, the purpose of this volunteer role is to provide teaching and instruction towards learning outcomes with an adult who is a learner with CLD. The teaching and instruction is provided on a one to one basis.

Due to the volunteer not providing a service to protected adults, the role does not legally permit a Disclosure Scotland/PVG check to be undertaken on the potential volunteer.

### **Duties**

- To understand through discussion with the learners their learning needs.
- To record the learners needs and with support from CLD staff, develop clear outcomes for the learners.
- To develop and deliver appropriate learning plans in line with CLD Service Strategy.
- To ensure that they undertake agreed essential training and update as required by the service.
- To participate in meeting and 1.1 support sessions to ensure good practice.
- To be aware of and adhere to procedures for reporting.
- To adhere to procedures for lone working.

### **Abilities, Skills and Qualifications**

- Good communication skills.
- Positive, reliable, supportive and caring nature.
- Ability to maintain confidentiality at all times.
- Ability to work in a wider team.

The purpose of this document is to indicate the general tasks involved and not to form an exhaustive list of detailed activities. The above tasks will develop in line with the volunteering role and experience gained.

Pre-volunteering checks that are required prior to commencing in this volunteer role include Eligibility to Work in the UK and reference. An offer of volunteering by Aberdeenshire Council will be subject to the outcome of these checks being satisfactory.

For a person to be Eligible to Work and volunteer in the UK they must provide proof through valid documentation. The lists of acceptable documentation, as outlined by the Home Office, indicate the different documents that can be provided. Please note in some cases a combination of documents will be presented. Documents from [List A](#) demonstrate an ongoing right to work or volunteer in the UK. Documents from [List B](#) demonstrate that the individual has a time limit to their right to work to volunteer in the UK. An individual should not continue in volunteering beyond the expiry date on the documentation unless further documents are presented.

Please refer to the [Volunteer Procedure](#) for full requirements.