

Position title	Homework Help
Location	Richmond, Castlenau, Twickenham, East Sheen, Teddington , Whitton, Hampton, Hampton Hill and Ham
Responsible to (Department/Library)	Library Customer Service Manager
Role summary	Our drop-in Homework Help sessions encourage children aged 8-14 to bring their school homework to the library and to use all the library resources available to complete it successfully. We are looking for inspirational individuals to help young people to access information and resources to help them with their studies. A computer will be booked for use during the session if required.
Responsibilities	• Prepare and organise study and reference resources for the children participating. • Welcome children as they arrive making sure that the children feel at ease. • Show children how to find appropriate book resources within the library to complete their homework. • Support children to access relevant online resources by using the library's public computers. • You must be able to attend weekly sessions of the homework help club to ensure students are provided with continuity of support (for a minimum of one school term). • Be willing to assist with other routine library tasks during quiet periods.
Skills/abilities/knowledge required	• Literate with a passion for learning. • A good command of written and spoken English. • An interest and enthusiasm in working with children. • Warm and friendly with an ability to engage in a positive way with children of all ages and backgrounds. • Self-sufficient and can work independently, but feel confident to ask questions should the need arise. • Confident in working with and managing the behaviour of children either in a 1:1 situation or in small groups. • An ability to retrieve information from a variety of sources including books and computers as well as using the library's online catalogue and the internet. • Familiar with Microsoft Office, mainly Word, to assist with laying out homework and simple formatting. • You will require patience, good listening skills and the ability to work with students with a range of learning abilities. • Previous experience of supporting young people with their studies through working in a school or other learning environment would be an advantage. • Full training will be provided. • To undergo the council's Disclosure and Barring Service (DBS) check.
Time requirement	• Clubs usually run for 1-2 hours. • Commitment is approx 2 hours a week, one day a week. • Day of the week to be confirmed. • Term time only. • Times TBC but usually after school from 3:00pm – 4:30pm.
Length of commitment	Minimum one school term commitment.