

Work Placement Information Sheet

Thank you for your interest in completing your work placement with Literacy Pirates. Please read on for further information.

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What will the work placement involve?

As a placement student, your role is the same as a Volunteer Crewmate. You will come along to our sessions in Hackney or online and help children practise their reading and writing in small groups. Sessions are led and managed by staff, which means you can dedicate the whole time you're with us to providing direct support to the children.

Key responsibilities

- Provide direct learning support to children during sessions, helping them practise reading and writing.
- Work with small groups of Young Pirates, encouraging participation, confidence and enjoyment in literacy activities.
- Follow guidance from Session Leaders and model positive behaviour, attentiveness and good listening skills.
- Use Literacy Pirates learning strategies and behaviour techniques to support children effectively.
- Communicate clearly with children, staff and fellow volunteers, and relay instructions accurately.





- Support us to ensure children's safety by sharing any safeguarding concerns with a member of the team.

What are the benefits?

- Gain experience working with children and leading small groups.
- Develop your communication, leadership, problem-solving and digital skills.
- Employment references once you have fulfilled your commitment of 12 sessions with us.

What to expect from Literacy Pirates

We will:

- Provide you with training and a free criminal background check before you start your placement.
- Complete paperwork for your university before, during and at the end of your placement.
- Provide feedback on your performance if requested.

What Literacy Pirates expects of work placement students

By undertaking your work placement with us, you are agreeing that:

- You are able to independently support Young Pirates in their learning within the Session context.
- You have a patient and respectful approach to children and adults.
- You have functional English skills.
- You have good communication skills; the ability to follow, retain and then relay instructions.
- You are reliable and punctual.
- You are self-reflective, seeking ways to improve individual practice.
- You are able to implement our learning strategies and behaviour management techniques.
- You model good listening by stopping conversation and paying attention when a session leader or a Young Pirate talk.
- You respect the Session Leader's instructions and are able to relay those instructions to Young Pirates.

If volunteering online, you also agree that:

- You can use basic IT skills including being able to copy/paste or use the platform's basic functions such as using the chat, camera and microphone.
- You have access to a working computer, camera and microphone and a quiet space with stable internet connection.





FAQs

How do I sign up?

Apply via our [website](#). You will be asked to fill out a short application form and then you can begin your training.

What training do I need to complete?

You will need to **complete 6 training modules** before you can start volunteering with us:

- Section 1: Get to know us, understand the core requirements for Volunteer Crewmates, and meet our Young Pirates.
- Section 2: Learn how to start a session confidently and connect with your Young Pirates.
- Section 3: Discover how to support your Young Pirates during the reading part of the session.
- Section 4: Explore how to guide your Young Pirates through the writing part of the session.
- Section 5: See what to do as you wrap up a session.
- Section 6: Learn how you keep Young Pirates safe throughout the session.

These modules are all **online, self-served and you will be able to complete them in your own time.**

Once you have finished your training, **you will be prompted to complete a criminal background check application and verify your documents.** Once your background check has come back clear, you will be able to start volunteering!

How long before I can start volunteering?

The application process typically takes up to one month to complete but it depends on how quickly you complete your training. Once we have submitted your criminal background check it usually takes between 2 days and 2 weeks for the result to come back*. Please keep this timeline in mind when planning your commitment to volunteer with us. Although most volunteers complete their application in a month, we cannot guarantee how fast you will be able to start volunteering.

*Note that for **volunteers in Scotland** who need to complete a PVG check, the processing time for a PVG usually takes around a month.

How do I book a session?

Sessions are available to book via your Crew Log. Sessions run every weekday **during term time** from **3:45p.m. to 6:45p.m. in Hackney and from 3:45p.m to 6:15p.m. online.** You will have the flexibility to select which sessions you would like to attend.

Please note, we do not run sessions during half term or the Christmas, Easter and Summer holidays.





We **highly recommend booking your sessions in advance** so that you are able to complete your placement hours by your deadline. We have limited capacity and our sessions tend to book up quickly **so we cannot always guarantee you a place.**

We also operate a waitlist system, so if the session you want to attend is fully booked, you can add yourself to the waitlist and we will notify you if a spot becomes available.

Term dates

Autumn term 2025:

- **Autumn 1:** 15th September – 24th October
- **Half term:** 27th October – 31st October (**no sessions**)
- **Autumn 2:** 3rd November – 12th December

Spring term 2026

- **Spring 1:** 12th January – 13th February
- **Half term:** 16th February – 20th February (**no sessions**)
- **Spring 2:** 23rd February – 27th March

Summer term 2026

- **Summer 1:** 20th April – 22nd May
- **Half term:** 25th May – 29th May (**no sessions**)
- **Summer 2:** 1st June – 10th July

