

Job Description – Volunteer

Report to : Class Teacher

Hours : To be agreed



Introduction

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Key tasks, responsibilities and attributes

Tasks may be adapted depending on the skills and interests of the volunteer.

Support for children

- **Under the direction of the teacher**, carry out pre-determined tasks and / or perform general classroom duties
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

Support for the curriculum

- Under the direction of the teacher, support the school curriculum.

Support for the teacher

- Help to prepare the learning environment for use.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials.
- Ensure that information relating to a child's safety is shared effectively and sensitively with the class teacher.

Support for the school

- Develop and maintain effective working relationships with staff.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for school events, e.g. school plays, events.
- Commit to promoting and safeguarding the welfare of all children.

SAFEGUARDING

All volunteers are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a volunteer becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's Designated Safeguarding Lead (DSL).

AGREEMENT

This job description is agreed between the post holder and the manager to whom he / she is accountable to. It is not exhaustive and may be subject to modification or amendment at any time after consultation with the volunteer. It may be reviewed in light of experience, changes and developments.

It is the volunteer's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.