



Job Description for a Volunteer

Job Purpose:

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

Principal Accountabilities:

1. 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

2. Support for the curriculum

Under the direction of the teacher, support the school curriculum, including literacy and maths activities.

3. Support for the teacher

Provide information to help the class teacher plan appropriate work programmes.

Help to prepare the learning environment for use.

Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.

Ensure that information relating to a child's safety is shared effectively and sensitively with the class teacher.

4. 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 and keeping all information confidential.

Participate in training sessions or safety briefings relevant to your role in school.

The Governing Body is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment. It is expected that all regular volunteers will undertake an enhanced DBS check.