

Job Description: School Volunteer

Responsible to:	Nominated Individual
Job Type:	School Volunteer
Grade:	n/a
Hours per week:	n/a
Working weeks:	n/a
Location	King Alfred's Academy

Main Purpose and Scope of the Job

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

Duties and responsibilities

Within our Trust school volunteers may be utilised to support the classroom teacher in facilitating the active participation of Pupils in the academic and social activities of the school

Activities may include:

- Hearing pupils read.
- Accompanying school visits.
- Working with individual pupils.
- Working with small groups of pupils.
- Supporting specific curriculum areas, such as ICT or art.
- All volunteers must adhere to the volunteer agreement and act in accordance with policies and procedures.

General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

¹ Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Qualities	Essential	Desirable
Education, Qualifications and Professional Development	Volunteers must agree to participate in and complete the pre-requisite training required to be an approved volunteer.	English and Maths at Grade C / Level 4 pass.
Knowledge	• Good communication skills including speaking and listening • Ability to develop and maintain effective working relationships with pupils, staff and parents • Where the volunteer will be listening to pupils read, good literacy skills with the ability to read books with confidence to ask pupils questions about what they have read. • Ability to engage with pupils and students of various ages and abilities demonstrating patience and encouragement.	

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Nurturing Growth - Inspiring Minds



Experience	• Enthusiasm to engage learners in the task being undertaken • Respectful and approachable manner.	
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