



JOB DESCRIPTION

Volunteer Teaching Assistant

JOB PURPOSE

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

MAIN DUTIES

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 numeracy 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.

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- Provide support for school events, e.g. school plays, events.
- Commit to promoting and safeguarding the welfare of all children.
- Participate in training sessions or safety briefings relevant to your role in school.

Bournville Village Primary School is committed to safeguarding and promoting the welfare of children and 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.



PERSON SPECIFICATION

Volunteer Teaching Assistant

| | Essential or Desirable |
|--|---------------------------------------|
| Demonstrate a commitment to safeguarding children and promoting their welfare | E |
| Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to the pupil's needs | E |
| Willing to comply with all school policies, e.g. code of conduct, behaviour management, health and safety, equal opportunities | E |
| Ability to work and communicate effectively with colleagues, parents (where required), governors and other support agencies | E |
| Willingness to maintain confidentiality on all school matters | E |
| Willingness to approach all tasks enthusiastically which could include breaktime supervision, tidying classroom and photocopying | E |
| A good standard of literacy and numeracy skills (minimum GCSE C or equivalent) | D |



ROLE GUIDANCE

Volunteer Teaching Assistant

1. INTRODUCTION AND AIMS

At Bournville Village Primary School, we aim to enrich the educational lives of our pupils through delivering the curriculum effectively, hence actively encourage the involvement of parents and volunteers from the community in the work of the school.

We believe that volunteers provide a valuable contribution to the school's operations, and 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.

The aim of this guidance is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion.
- Ensure that volunteers support the school's vision and values and adhere to our policies.
- Provide staff, volunteers and parents with clear expectations and guidelines.
- Set a clear, fair process for recruiting and managing volunteers.

This guidance has been developed in line with the Department for Education's statutory safeguarding documentation, *Keeping Children Safe in Education*.

2. HOW WE USE VOLUNTEERS

At Bournville Village Primary School, volunteers may, but are not limited to:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children



- Support specific curriculum areas, such as Computing or Art
- Assist with national government initiatives

Volunteers may be, but are not limited to:

- Members of the local governing body
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

A volunteer is not an employee of the School and will not be engaged on a contract of employment or any type of contract for services. The engagement is not a legal agreement and holds no promise of future employment or adoption of services.

3. APPLICATION & PLACEMENT PROCESS

The volunteer must complete the online application form in order to be considered. Once received, references will be requested. If considered suitable and a placement can be accommodated, then the volunteer will be invited to complete a DBS check and if this is also satisfactory then relevant policies will be shared and training arranged. The administrative cost of the DBS of £15.00 may be payable by the volunteer.

All placements are conditional upon the completion of an enhanced DBS check, satisfactory references and other appropriate safeguarding checks, and relevant training.

The experience, qualities, skills and needs of any volunteer will be considered when deciding about the recruitment of a volunteer in the school. The Senior Leadership Team will always explore reasons why an adult wishes to work with children.

Placement of new volunteers can take up to six weeks and there is no guarantee that a volunteer will be found an immediate placement or any placement at all. The placement should be mutually beneficial to the school and volunteer.

The Headteacher reserves the right to terminate a volunteer placement with immediate effect at any time.



4. INDUCTION AND TRAINING

All Volunteers must complete appropriate safeguarding and induction training prior to starting their placement at the school. Training requirements will be determined by the Headteacher and Deputy Headteacher and will be in line with the school's Safeguarding Policy and Safer Recruitment Policy. During their induction, volunteers will receive copies of our Safeguarding Policies and Procedures and are required to sign to acknowledge that they have received, read and understood these documents.

5. SUPERVISION

All volunteers work under the supervision of a teacher or other appropriate member of staff to which they are assigned.

Teachers always retain responsibility for children, including the children's behaviour and the activity they are undertaking. Volunteers should not normally supervise children unless a member of staff is present. Only the Head Teacher can authorise any exceptions to this. Volunteers should have clear guidance from the teacher or other appropriate member of staff as to how an activity is carried out and what the expected outcome of an activity is.

Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query or problem regarding children's understanding of a task or their behaviour. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

6. SAFEGUARDING

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. To ensure we're upholding our responsibility to keep our pupils safe, we will consider:

- The nature of the work the volunteer will be doing
- What we know about the adult
- References from employers or other voluntary roles
- Whether the role is eligible for an enhanced DBS check and barred list check



As a school, we will:

- Provide safeguarding training to all volunteers prior to them beginning work at the school, including ensuring that they have received, read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our Code of Conduct for adults, Safeguarding Advice for Visitors and the school's safeguarding policies provided during the safeguarding induction
- Ensure that visitors without an enhanced DBS check are always supervised and are never left alone with pupils
- Ensure that new volunteers are added to the school's Single Central Record (SCR)

7. CONFIDENTIALITY

Volunteers are bound by a code of confidentiality. Any concerns they have about the children they work with or come into contact with should be voiced to a teacher or other appropriate member of staff and NOT with the parents of the child/persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with a member of the Senior Leadership Team. As with staff, volunteers are bound by all of the school's policies including the Data Protection Policy. No data held at the school can be processed or stored by a volunteer when off site. Data must remain at the school and only accessed or processed in line with the School's Data Protection Policy.

8. HEALTH & SAFETY

All volunteers must read the information given to them regarding emergency procedures (e.g. fire alarm evacuation) and about any information about Health & Safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the supervising member of staff.

9. DATA PROTECTION AND RECORD KEEPING

Our privacy notice (available on the school's website) explains what information we collect and why we collect it. We will retain records relating to volunteers in a secure location and in line with our records retention schedule.



10. COMPLAINTS

Any complaints made by a volunteer will be referred to the Head Teacher/Deputy Head Teacher for investigation. Any complaints made about a volunteer will be referred to the Head Teacher/Deputy Head Teacher.

11. MOBILE PHONES AND OTHER PERSONAL DEVICES

Mobile phones should be switched off and kept out of sight whilst you are at school. Other personal devices such as laptops may only be used to facilitate the work being undertaken for the school and with prior arrangement with the Headteacher.

The taking of photographs or filming around the school site by volunteers is strictly prohibited unless by prior arrangement with the Head Teacher.

12. DRESS CODE

The school operates a dress code for staff. We ask that volunteers respect and adhere to this dress code too. Suitable, smart, sensible clothing should be worn. Jeans, shorts, tracksuit bottoms and training shoes are not suitable. Children are expected to come suitably dressed for school so staff, including volunteers, should set an example.

In general, the same dress code should be adhered to for school visits, unless on a visit where weather/activity appropriate clothing is stipulated.

13. ATTENDANCE AND PUNCTUALITY

Regular attendance and good punctuality are expected. Poor attendance and/or punctuality may result in the withdrawal of the opportunity to volunteer at Bournville Village Primary School.

14. OFF-SITE VISITS

School trips are an integral part of learning at our school and afford many children opportunities that are outside their usual experiences.



ROLE OF THE VOLUNTEER HELPER

- To be responsible for and look after, in equal measure, all of the children in your assigned group
- To stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We are all ambassadors for Bournville Village Primary School
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your group's teacher/member of staff if there are issues with first aid, safety and/or behaviour

WORKING ALONGSIDE SCHOOL STAFF

School staff expects volunteer helpers to:

- Comply with all the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance from the school staff

WHAT IS NOT PERMITTED

- Volunteer helpers are not allowed to bring additional children or adults on the school trip
- Volunteer helpers are not allowed to re-organise school visit groups
- Volunteer helpers are not allowed to smoke, vape or consume alcohol
- Volunteer helpers are not permitted to take photographs of children
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, and sweets – before, during or after the school trip
- Volunteers are not allowed to reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's



attention, always use their name and under no circumstances come into physical contact with a child

- We ask that your mobile phone be put on silent and not used whilst you are on the school visit

FIRST AID

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, a member of staff will do this, or a child may do this under supervision. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid bags will be carried by staff.

EMERGENCIES

You are expected to inform a member of staff as soon as possible should an emergency arise with the group/individual you are attached to. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

