

JOB DESCRIPTION

Job Title	School Volunteer	Department	N/A
Reports To:	Headteacher	Grade	N/A
Responsible For:	Nominated Individual	Job Type:	School Volunteer
Hours	N/A	Weeks per year	N/A
Location	St James CE Primary School		

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 KEY 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 RESPONSIBILITIES (This list is not exhaustive).

Support for Pupils

- Under the direction of the teacher, carry out pre-determined tasks and / or perform general classroom duties responding to the needs of the pupils.
- 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, including literacy and numeracy activities.

Support for the Teacher

- Where requested, 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.

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

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. volunteers 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.

PERSON SPECIFICATION & SELECTION CRITERIA

Specification (Job Related)	Essential	Desirable
Education, Qualifications and Professional Development	<ul style="list-style-type: none"> Volunteers must agree to participate in and complete the pre-requisite training required to be an approved volunteer. 	<ul style="list-style-type: none"> English and Maths at Grade C / Level 4 pass.
Knowledge	<ul style="list-style-type: none"> 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. 	
Experience	<ul style="list-style-type: none"> Enthusiasm to engage learners in the task being undertaken Respectful and approachable manner. 	
Skills	<ul style="list-style-type: none"> In this section, please list what skills the applicant would need to do the job 	
Special Requirements:		
Equal Opportunities:		