

## Job Description: School Volunteer

Responsible to:	Headteacher or nominated individual
Job Type:	Permanent
Grade:	N/A
Hours per week:	Various
Working weeks:	38
Location	<sup>1</sup> Longcot & Fernham Primary School

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.

### Main Responsibilities and Tasks

Within Cambrian Learning Trust Schools volunteers may be utilised to support the classroom teacher in facilitating the active participation of children in the academic and social activities of the school. Activities may include:

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

This list is not exhaustive.

### Support for Children

- **Under the direction of the teacher**, carry out pre-determined tasks and / or perform general classroom duties responding to the needs of the children.
- 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.

<sup>1</sup> 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>

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

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.*

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## Qualifications and Experience

Qualities	Essential/Desirable
<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• CLT Volunteers must agree to participate in and complete the pre-requisite training required to be an approved CLT Volunteers.</li> <li>• English and Maths at Grade C / Level 4 pass</li> </ul>	<p>E D</p>
<p><b>Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>• Good communication skills including speaking and listening</li> <li>• Ability to develop and maintain effective working relationships with pupils, staff and parents</li> <li>• Where the volunteer will be listening to children read, good literacy skills with the ability to read books up to and including teenager level with confidence to ask children questions about what they have read.</li> <li>• Ability to engage with children and students of various ages and abilities demonstrating patience and encouragement.</li> </ul>	<p>E E E E</p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm to engage learners in the task being undertaken</li> <li>• Respectful and approachable manner.</li> </ul>	<p>E E</p>

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