



VICTORIA  
Primary Academy

# School Volunteer

<b>Responsible to:</b> Executive (Principal)/Vice Principal	<b>Grade:</b> N/A
<b>Hours:</b> Various	<b>Duration:</b> N/A
<b>Location:</b> Victoria Primary Academy	

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 our Trust, school 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.

**We are particularly interested in volunteers who would be able to support weekly.**

Activities may include but are not restricted to:

- Hearing children read;
- Accompanying school visits;
- Working with individual children;
- Supporting specific curriculum areas, such as ICT or Art;
- Supporting meal times;
- Supporting and supervising independent play;
- All volunteers must adhere to the volunteer agreement and act in accordance with policies and procedure.

This list is not exhaustive.



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### **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.

### **Support for the Curriculum**

- **Under 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 teachers 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.
- Ensuring 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.
- Safeguarding children from harm and reporting any cause for concern which is in line with the academy policies and KCSIE

## Qualifications and Experience

Qualities	Essential/Desirable
<p><b>Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>Volunteers must agree to participate in and complete the prerequisite training required to be an approved volunteer.</li> <li>English and Maths at Grade C/ Level 4 pass.</li> </ul>	<p><b>E</b></p> <p><b>D</b></p>
<p><b>Knowledge and 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 with confidence to ask children questions about what they have read.</li> <li>Ability to engage with children with children and students of various ages and abilities demonstrating patience and encouragement.</li> <li>A good understanding of safeguarding and health and safety responsibilities</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></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><b>E</b></p> <p><b>E</b></p>