

# Volunteer Job Description and Person Specification



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**Role:** School Volunteer

**School:** Marlborough Primary School

**Line Manager / Supervisor:** Mrs Nandini Sethi (Lead Practitioner)

**Hours of work:**

**Main purposes of the role:**

- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
  - To support the classroom teacher to facilitate the inclusion and participation of children in the academic and social activities of the school
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**Main Responsibilities and Tasks:**

## 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

## Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including English (reading and writing) and Mathematics activities.

## Support for the teacher

- 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

1. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
2. To adhere to school health and safety policy including risk assessment and safety systems
3. To adhere to school policy on equality and diversity
4. To adhere to the school's Code of Conduct

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5. Develop and maintain effective working relationships with staff
6. Work well as part of a team.
7. To relate well to children.
8. To be responsible for promoting and safeguarding the welfare of children within the school
9. Provide support for school events, e.g. school assemblies, productions, sporting events, whole school initiatives
10. Participate in training sessions (CPD) or safety briefings relevant to your role in school

**The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. It is expected that all regular volunteers will undertake an enhanced DBS check.**

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**Signature of role holder:**

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**Date:**

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