



Rush Common School Volunteer Role Outline

ROLE TITLE: Volunteer Helper/Work Experience Student

ACCOUNTABLE TO: Class Teacher & Deputy Headteacher

PURPOSE OF THE ROLE

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability.
- To work with and support children with a variety of academic needs in a class, group or individual basis.

GENERAL EXPECTATIONS

- Be reliable and punctual.
- Follow school policies and procedures.
- Maintain confidentiality and a non-judgmental approach.
- Work under the guidance and direction of teachers and staff.
- Display commitment to the protection and safeguarding of children and young people

KEY ACCOUNTABILITIES

- As directed by the class teacher, to work with individuals or groups of children, to support subjects and learning across the whole curriculum.
- To establish supportive and caring relationships with children, promoting respect, self-esteem, and a positive, inclusive whole school ethos.
- Under the overall direction of the class teacher, carry out learning activities (i.e. reading) to support pupils' learning.
- To support class teachers to create and produce materials and resources to support aspects of the curriculum or learning outcomes, and to assist and support the children in using them.
- To help, support and motivate the children, clarifying instructions, encouraging independent learning, and enabling learning targets and outcomes to be achieved.
- To contribute to monitoring pupils' progress by providing relevant feedback to teachers.
- To model, encourage and support good behaviour in accordance with school policies.
- To assist with setting up classrooms, preparing resources and displays, and with tidying and clearing away.
- To assist with the supervision of children during playtimes and lunchtimes, if appropriate.

Supporting the school

At an appropriate level, according to the role and training received, all volunteers in the school are expected to:

- Support the aims, values, mission, and ethos of the school and participate in a team approach to all aspects of school life.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

SAFEGUARDING

Rush Common School is committed to safeguarding children and young people. All volunteers in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. Volunteers will be expected to comply with safeguarding training expectations, including an induction and undertaking Prevent training.

OTHER DUTIES

The volunteer may be asked to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or receives appropriate training to carry out these duties (i.e. Forest School).

Volunteer Role Process

Interest in volunteering is expressed

- Teachers, admin staff to inform Deputy Headteacher
- Days and availability are discussed
- Deputy Headteacher to liaise with year groups as appropriate



Checks undertaken

- DBS applied for
- KCSiE read and understood
- Prevent training and certificate
- Safeguarding induction with DSL
- General induction with DHT