**Volunteer Role Description**

**Your role**

**Classroom Support**

**Location**

Working in the classroom to support the teacher

**Start date**

February 2021

**Key skills**

* The ability to relate well with children and communicate in a positive and encouraging way with class members
* Experience in working effectively with children to encourage learning and participation in tasks
* Enjoy helping students
* Like assisting teachers

**Main duties**

* To follow the lead of the classroom teacher and assist in classroom learning as directed by the teacher
* Help the teacher
* Make arts and crafts supplies, for example cut-outs or stencils, etc
* Help children with drawing, reading, maths, etc
* Tidy the classroom
* Help settle students as requested by the teacher
* Help students with organisation

**Aim of the role**

* To support children in their learning and active participation in classroom programs
* To make sure:
* students feel like they receive enough help and attention
* the teacher feels supported

**What you need before you start**

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

* Volunteer RAN-EC
* DCSI or WWCC clearance
* Inductions – school, DfE

**Supervision and safety**

You need to:

* Sign in and wear your named badge at all times (badges available at the Office)
* Always have a staff person present
* Make sure everyone is safe
* Sign out when leaving the site

**What we expect from you**

* Treat everyone fairly and with respect
* Include students of all abilities, ages, genders, and ethnic backgrounds
* Be a good role model for the students
* Show enthusiasm and enjoyment – make it fun
* Be reliable
* Ask the teacher if you’re not sure about anything

**Reporting and contact details**

Volunteer reports to: Classroom teacher signed in to

Contact person: Mel Worden, Office Manager

Role review date: February 2022