



## **Description of the Volunteer Role – Classroom/School Helper**

### **Volunteers at St Kilian's School require the following:**

- have experience of working with children
- demonstrate an understanding of appropriate behaviours when engaging with children
- be a suitable person to engage in child-connected work
- hold a Working with Children Check card and must be willing to undergo a National Police Record Check.

### **Statement of Duties:**

1. Assisting teachers with school-based tasks, including:
  - display set-up
  - resource preparation
  - book covering.
2. Supporting literacy and numeracy activities, including:
  - one-on-one reading sessions
  - group reading
  - Mathematics activities.
3. Assisting in a wide range of day-to-day school activities, such as:
  - photocopying
  - processing library books
  - general classroom activities
  - typing children's stories
  - chart making
  - laminating.
4. Assisting in school canteen duties and Special lunch days, such as:
  - general food handling
  - organising lunch orders
  - serving at the counter
  - selling food and drink items
  - wiping down counters
  - washing and putting away utensils
  - general cleaning duties
  - restocking shelves with food items for the next session.
5. Assisting school teaching staff in coordinating an excursion by:
  - supervising students as required
  - taking students to/from toilets, drinking fountains etc.
  - supervising students on bus
  - praising appropriate behaviour and encouraging modification of inappropriate behaviour
  - modelling acceptable behaviour and language.

6. Assisting the physical education teacher by:
  - setting up and packing away sports equipment
  - timing and marshalling events
  - assisting at sporting events
  - encouraging students to participate in activities that promote fitness and development of sporting ability.
  
7. Other duties as directed.