



Description of Volunteer Role

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Statement of Duties]	
Duties	<ol style="list-style-type: none">1. Assisting teachers with school-based tasks, including:<ul style="list-style-type: none">• display set-up• resource preparation• book covering.2. Supporting literacy and numeracy activities, including:<ul style="list-style-type: none">• one-on-one reading sessions• group reading• mathematics activities.3. Assisting in a wide range of day-to-day school activities, such as:<ul style="list-style-type: none">• photocopying• processing library books• general classroom activities• editing school magazine• typing children's stories• chart making• laminating.4. Assisting in school canteen duties, such as:<ul style="list-style-type: none">• general food handling• preparing sandwiches• 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:<ul style="list-style-type: none">• supervising students as required• assisting with post-meal mess clean-up• 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:<ul style="list-style-type: none">• setting up and packing away sports equipment• encouraging students to participate in activities that promote fitness and development of sporting ability.7. Other duties as directed.



Selection Criteria	
Commitment to Catholic education	<ul style="list-style-type: none">• An understanding of and respect for the school values of St John's Primary School.
Child safety	<p>The volunteer must:</p> <ul style="list-style-type: none">• 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 or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
Skills/attributes	<ul style="list-style-type: none">• Ability to work as part of a team• Good oral and written communication skills, including ability to communicate with children, parents and the school community• Ability and willingness to accept policy directives• Maturity