



Shine brightly together and reach for the stars!

Volunteer Role Profile

Melbourne Infant School

All volunteers must:

- Commit to promoting and safeguarding the welfare of all children
- Follow the schools Code of Conduct
- Maintain strict confidentiality regarding the privacy of pupils and staff, including conversations, records and other material
- Develop and maintain effective working relationships with pupils, staff and parents
- Contribute to the maintenance of a safe and healthy environment.

All volunteers must be willing to undergo a Disclosure and Barring Service (DBS) check. Volunteers undergo an induction before starting to work with children. This will cover safeguarding, health and safety and other helpful information.

Main Tasks

Listening to children read - one to one

Responsible to: the class teacher

Core purpose: To hear pupils read, especially those that don't read regularly or are struggling with reading.

1. One-on-one, listen to pupils read, supporting them by:
 - a) Encouraging them to sound out words they don't know.
 - b) Asking questions about what they have read:
2. Encourage a love of reading, by giving them gentle praise and encouragement, and discussing books and stories they like.

Basic requirements for this volunteer role:

- Able to read books and knowledge of phonics sounds
- Confidence to ask children questions about what they have read.
- Kindness and patience
- Reliable and dependable
- DBS Check: Must be willing to undergo a Disclosure and Barring Service (DBS) check

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Classroom helper

Responsible to: the class teacher

Core purpose: To support the class teacher with teaching and learning.

1. Support for children: ensure children understand and can achieve the learning tasks by:

- a) Repeating the teachers instructions,
- b) Helping them get ready to learn and stay focussed with gentle prompts or reminders,
- c) Modelling what they have to do,
- d) Ensuring resources are readily available.

2. Support for the teacher by:

- a) Noticing children who might need extra support or reminders, and flagging those children to the TA / Teacher in class
- b) Under the direction of the teacher, carry out pre-determined tasks.
- c) Help to prepare the learning environment for use. Keep things tidy and orderly.
- d) Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- e) Ensure that information relating to a child's safety is shared effectively and sensitively with the class teacher.

Basic requirements for this volunteer role:

- Good literacy and numeracy skills.
- Confidence to talk to children about their learning and behaviour.
- Ability to use your initiative
- Kindness and patience
- Reliable and dependable
- DBS Check: Must be willing to undergo a Disclosure and Barring Service (DBS) check