Twin Sails Infant School & Nursery
Hamworthy Park Junior School

Job Title:	**Volunteer – Class Based** (hearing readers, support children, teacher)
School:	**Twin Sails Infant School & Nursery and Hamworthy Park Junior School**
Responsible to:	**Class Teacher / Year Leader**

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

Every Child, Every Day, Every Possibility.

Main Role Purpose – as directed by the class teacher:

1) listen to children read.
2) support a child in their play or learning – indoors or outside.
3) prepare, organise and store resources and equipment

Main Responsibilities and Duties - under the direction of the teacher

1) Support a child or small group of children in an educational activity,– such as playing a simple game,
2) Follow school procedures for keeping children safe

Knowledge and Skills

1) Awareness of school policies – Safeguarding and Child Protection, Health & Safety and Positive Behaviour
2) Good organisational, interpersonal and communication skills, with an ability to be self-organised, flexible and patient

Contacts and Relationships

1) Professional, respectful and supportive to all pupils of all ages, staff in different roles and visitors to the school.
2) Respecting confidential issues linked to home, other pupils, teachers, work or school, keeping confidences as appropriate, and acting on these matters as directed by the teacher.
3) Working with children, volunteers may be told sensitive information, which should remain confidential, and only shared with the class teacher and where necessary the DSL – in line with Policy

Resources

1) Use of reading books and library resources
2) Collating, sorting and ensuring resources are used and stored appropriately
3) Ability to us laminator, photocopier, paper cutter

Decisions

1) Ensuring children are safe and behaving in an appropriate manner may require the volunteer to intervene, remind and/or encourage the children to improve their behaviour & follow new instructions where necessary.
2) Every adult is responsible for safety of children and adults – making the right decision and seeking advice where needed to ensure safeguarding is prioritised.

Prepared by: Executive Headteacher
Date: January 2025

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PERSON SPECIFICATION

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ATTRIBUTES	**CRITERIA**	**METHOD OF ASSESSMENT**
Experience	No experience required	n/a
Qualifications & Training	Previous qualifications and training would be preferred but is not essential	Application form Certificates Interview
Aptitudes & Abilities	Good organisational skills Good people skills with adults and pupils Ability to handle confidential information with discretion Respectful, professional conduct	Application form Interview References
Knowledge	An awareness of Safeguarding & Child Protection Policy, Health & Safety Policy and Positive Behaviour Policy, though full training will be given	Application form Interview References
Attitude / Motivation	Self-motivated and well organised, Team player Positive and enabling	Application form Interview References
Other Factors		