Twin Sails Infant School & Nursery
Hamworthy Park Junior School

Job Title:	**Volunteer – Trip Based**
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 school:

1) To help the Federation provide trips for children beyond the school grounds.

Main Responsibilities and Duties - under the direction of the leaders / office team

1) by checking children are fully equipped for their trip -wet weather clothing, lunches, first aid.
2) by familiarising themselves and signing the risk assessment for the trip, being aware of hazards, mitigating actions and expectations such as toilets/ first aid.
3) supporting a group of children during the trip, to help them gain the most from the experience, managing behaviour in line with school Policy.
4) preparing areas where needed, such as picnic space, checking for additional risks or changes to the plan.
5) support the teaching team with resources, engagement of pupils, managing behaviour and safety.
6) washing up and/ or tidying away resources and equipment post event.
7) reporting anything that a class teacher needs to know from above.

Knowledge and Skills

1) Awareness of school policies – Safeguarding and Child Protection, Health & Safety and Positive Behaviour
2) Good organisational, interpersonal & communication skills, with an ability to be self-organised, flexible and patient
3) Ability to use simple equipment – photocopier, laminator, paper cutter

Creativity and Innovation

1) Communicate effectively with other volunteers, following instructions but also taking initiative where needed
2) Communicate effectively with children from different age ranges and staff in different roles.
3) Some tasks may require the volunteer to manage their own time and resources.

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) School transport, school trip equipment, clipboard, guillotine, laminator, register

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

PERSON SPECIFICATION

Job Title:	**Volunteer – Gardening and Outdoor Based**
School:	**Twin Sails Infant School & Nursery and Hamworthy Park Junior School**

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		