



Valence School Job Description:

SCHOOL VOLUNTEER/WORK EXPERIENCE

Responsible to: CLASS TEACHER / SENIOR STAFF MEMBER

Main purpose

Support the school staff to facilitate the active participation of children in the academic and social activities of the school.

Duties and responsibilities

Support for students

- Under the direction of the teacher, carry out pre-determined tasks and / or perform general classroom duties.
- Establish and maintain supportive relationships with individual students or small groups to ensure they understand and can achieve the tasks.
- Support inclusion in the classroom, ensuring all students feel involved with tasks and activities.

Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.

Support for the teacher/staff

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Ensure that information relating to a child's safety is shared effectively and sensitively with the class teacher.

Support for the school

- Develop and maintain effective working relationships with staff.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for school events.
- Commit to promoting and safeguarding the welfare of all children.
- Participate in training sessions or safety briefings relevant to your role in school.
- Undertake such other tasks as may be reasonably required from time to time.
- Proactively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- Maintain a flexible "can do" approach.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against the DBS.

Valence School Person Specification:

SCHOOL VOLUNTEER/WORK EXPERIENCE

- A good standard of literacy and numeracy skills (minimum GCSE C or equivalent). Desirable
- Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to the student needs. Essential
- Willing to comply with all school policies, e.g. behaviour management, health and safety, equal opportunities. Essential
- Ability to work effectively with colleagues and other support agencies. Essential
- Demonstrate a commitment to safeguarding children and promoting their welfare. Essential
- Willingness to maintain confidentiality on all school matters. Essential
- Willingness to approach all tasks enthusiastically which could include break-time supervision, tidying classroom and photocopying. Essential