

Glenfield Infant School Volunteer

Rossington Way, Bitterne, Southampton, SO18 4RN

Role Description

Purpose of the role:

Under the guidance of staff:

- to assist in classrooms to support children's learning with activities such as reading
- sharing a special skill or occupation to enrich classroom learning
- preparing materials or assisting with a PTA or school program, activity or event

Main duties:

- Ensure the safe provision of learning and environment for children.
- Engage with the children to inspire and support their learning.
- Be aware of planning activities that meet the needs of the group in a way that is appropriate for the age, desire and ability of everyone taking part.
- To work under the direct instruction and supervision of the class teacher to support children's learning and activities.
- To report inappropriate attitudes and behaviour, whilst helping children to understand equal opportunities in the setting.
- Ensure that you follow the school's procedures as they apply to your role such as health and safety, equal opportunities, child and adult safeguarding and confidentiality. These policies will be explained to you.
- Undertake an induction with the Volunteer Co-ordinator as agreed with the Co-Headteachers.

Responsible to: The Co-Headteachers

Glenfield Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is expected that all regular volunteers will undertake an enhanced DBS check.

Volunteer Teaching Assistant

Person Specification

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