

Description of Volunteer Role – St Joseph's Quarry Hill

Statement of Duties	
Duties	<ol style="list-style-type: none"> Assisting teachers with school-based tasks, including: <ul style="list-style-type: none"> display set-up resource preparation book covering. Supporting literacy and numeracy activities, including: <ul style="list-style-type: none"> group reading mathematics activities. Assisting in a wide range of day-to-day school activities, such as: <ul style="list-style-type: none"> photocopying processing library books general classroom activities editing school magazine laminating. Assisting in school lunches and catering: <ul style="list-style-type: none"> general food handling preparing sandwiches serving at the counter wiping down counters washing and putting away utensils general cleaning duties Assisting school teaching staff in coordinating an excursions/camps by: <ul style="list-style-type: none"> supervising students as required assisting with post-meal mess clean-up taking students to/from toilets, drinking fountains etc. praising appropriate behaviour and encouraging modification of inappropriate behaviour modelling acceptable behaviour and language. Assisting the physical education teacher by: <ul style="list-style-type: none"> setting up and packing away sports equipment encouraging students to participate in activities that promote fitness and development of sporting ability. Other duties as directed.
Selection Criteria	
Commitment to Catholic education	<ul style="list-style-type: none"> An understanding of and respect for the school values of St Joseph's
Child safety	<p>The volunteer must:</p> <ul style="list-style-type: none"> have experience of working with children demonstrate an understanding of appropriate behaviours when engaging with children be a suitable person to engage in child-connected work hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.