

Leeds City Council

Job Description

CALVERLEY PARKSIDE PRIMARY SCHOOL

Job Title: Volunteer

Accountable to: Class Teacher

Accountable for: Learning support for individual and small groups.

Any Special Conditions of Service: No smoking policy.

Propose Role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher and provide learning support to the teacher in the management of pupils and the classroom.

Main Duties:

1. To supervise and support pupils ensuring their safety and access to learning
2. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
3. To promote the inclusion and acceptance of all pupils
4. To encourage pupils to interact with others and engage in activities led by the teacher
5. To encourage pupils to act independently as appropriate
6. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
7. To support pupils to understand instructions
8. To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher
9. To support pupils in using basic ICT as directed
10. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
11. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
12. To contribute to the overall ethos/work/aims of the school
13. To appreciate and support the role of other professionals
14. To accompany teaching staff and pupils on visits, trips and out of school activities as required.