

Volunteer classroom assistant job description

Responsible to	<ul style="list-style-type: none"> • The Headteacher in all matters • The class teacher / adult in charge
Safeguarding	<ul style="list-style-type: none"> • Work in accordance with Keeping Children Safe in Education, the school's safeguarding and child protection policies, the Staff Code of Conduct and all general safeguarding policies and practices of the school • Attend safeguarding training, as directed by the Headteacher • Promote and protect the health, safety and welfare of pupils, visitors and staff
Duties and responsibilities	<p>General tasks:</p> <ul style="list-style-type: none"> • Support pupils' learning, either with small groups or individuals, as directed by the class teacher (e.g. explaining and repeating instructions, encouraging children to listen, helping access or use class resources and equipment) • Hear pupils read, change reading books or choose books from the library • Help pupils with practising spellings, handwriting, number facts etc • Under the supervision of the teacher, accompany pupils outside of the classroom, on visits, trips and out of school activities • Assist with the organisation and preparation of resources (e.g. preparing/clearing equipment and resources, preparation of classrooms/art areas etc and outside areas) • Display and present children's work • Organise and maintain resources and other equipment • Assist with record keeping • Provide feedback to the teacher about the children's learning activities; their responses to them and support needed/given • Undertake routine admin and clerical support (copying, filing, etc) • Encourage and support good behaviour and alert the teacher/adult in charge of any issues noticed • Discuss and share any potential concerns about a child without delay, informing the teacher/adult in charge (who will support the volunteer assistant to complete a green form) • Maintain the positive ethos and core values of the school at all times • Maintain confidentiality • Work in accordance with all policies and procedures relating to confidentiality, personal data and the Data Protection Act (1998) and General Data Protection Regulations (2018)