



## Volunteer Role Description

Volunteers at St Joseph's School may assist with one or more of the below duties under the direction and supervision of a staff member.

Statement of Duties	
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Assisting teachers with school-based tasks, including:                             <ul style="list-style-type: none"> <li>● display set-up</li> <li>● resource preparation</li> <li>● general classroom activities</li> </ul> </li> <li>2. Supporting literacy and numeracy activities, including:                             <ul style="list-style-type: none"> <li>● one-on-one activities</li> <li>● working with a small group</li> </ul> </li> <li>3. Assisting in a wide range of day-to-day school activities, such as:                             <ul style="list-style-type: none"> <li>● photocopying</li> <li>● processing library books</li> <li>● laminating.</li> </ul> </li> <li>4. Assisting school teaching staff in coordinating an excursion by:                             <ul style="list-style-type: none"> <li>● supervising students as required</li> <li>● taking students to/from toilets, drinking fountains etc.</li> <li>● supervising students on bus</li> <li>● praising appropriate behaviour and encouraging modification of inappropriate behaviour</li> <li>● modelling acceptable behaviour and language.</li> </ul> </li> <li>5. Assisting the physical education teacher by:                             <ul style="list-style-type: none"> <li>● setting up and packing away sports equipment</li> <li>● coaching a sports team, scoring</li> </ul> </li> <li>6. Other duties as directed.</li> </ol>

Volunteers have a responsibility to:	
<b>Child safety</b>	<ul style="list-style-type: none"> <li>● demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>● be a suitable person to engage in child-connected work</li> <li>● hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check</li> <li>● comply with the school's child safety policy and code of conduct</li> </ul>
<b>Skills/attributes</b>	<ul style="list-style-type: none"> <li>● work on tasks suitable to their skills and experience</li> <li>● behave in an ethical manner</li> <li>● keep school/college matters confidential, including those relating to students</li> <li>● undertake work induction and training as required</li> <li>● be aware of their duty of care to students</li> <li>● comply with occupational health and safety policies and practice</li> </ul>

*St Joseph's is committed to the protection of children in line with the Victorian Government Child Safety reforms. St Joseph's School aspires to live the values of Jesus within a welcoming Catholic community that celebrates and integrates faith, life, learning and culture; empowering our students to live together harmoniously in an ever changing world.*

# ST. JOSEPH'S

H A W T H O R N



*St Joseph's is committed to the protection of children in line with the Victorian Government Child Safety reforms.  
St Joseph's School aspires to live the values of Jesus within a welcoming Catholic community that celebrates and  
integrates faith, life, learning and culture; empowering our students to live together harmoniously in an ever changing  
world.*