## Description of Volunteer Role – St Francis Nathalia

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| **Statement of Duties** |
| **Duties** | 1. Assisting teachers with school-based tasks, including:
* display set-up
* resource preparation
* book covering.
1. Supporting literacy and numeracy activities, including:
* group reading
* mathematics activities.
1. Assisting in a wide range of day-to-day school activities, such as:
* photocopying
* processing library books
* general classroom activities
* editing school magazine
* laminating.
1. Assisting in school lunches and catering:
* general food handling
* preparing sandwiches
* serving at the counter
* wiping down counters
* washing and putting away utensils
* general cleaning duties
1. Assisting school teaching staff in coordinating an excursions/camps by:
* 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.
1. Assisting the physical education teacher by:
* setting up and packing away sports equipment
* encouraging students to participate in activities that promote fitness and development of sporting ability.
1. Other duties as directed.
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| **Selection Criteria** |
| **Commitment to Catholic education**  | * An understanding of and respect for the school values of St Francis
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| **Child safety** | The volunteer must:* 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.
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