## 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 |
| **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. |