

# OLGC Volunteer Role Description

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Volunteers at Our Lady of Good Counsel Primary School, Deepdene may assist with one or more of the following duties under the direction and supervision of a staff member.

## Statement of Duties

1. Assisting teachers with school-based tasks, including:
  - 1.1. display setup
  - 1.2. general classroom activities
2. Supporting literacy, numeracy and inquiry activities, including:
  - 2.1. one-on-one activities
  - 2.2. working with a small group
3. Assisting in a wide range of day-to-day school activities, such as:
  - 3.1. photocopying
  - 3.2. processing library books
  - 3.3. laminating
4. Assisting school teaching staff on an excursion by:
  - 4.1. supervising students to/from toilets, activities etc.
  - 4.2. supervising students on public transport
5. Assisting the physical education teacher by:
  - 5.1. setting up and packing away sports equipment
  - 5.2. coaching a sports team, scoring
6. Assisting the Parents' Association through:
  - 6.1. fundraising activities such as, mothers' & fathers' day stall
  - 6.2. Cooking and serving sausages at end of term lunch

## Volunteers have a responsibility to:

### Child safety

- \* 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
- \* comply with the school's child safety policy and code of conduct
- \* ensure Working with Children Check is up to date

### Skills / attributes

- \* work on tasks suitable to their skills and experience
- \* behave in an ethical manner
- \* keep school matters confidential, including those relating to students and staff
- \* undertake work induction and training as required
- \* be aware of their duty of care to students
- \* comply with occupational health and safety policies and practice