



## Volunteering

St Bartholomew's C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Supporting in school, as a volunteer, is subject to an enhanced DBS check and satisfactory references. If you are interested, there are a range of different roles that you could fulfil:

- classroom helper;
- listening to children read - one to one, or in small groups;
- a 'club' leader.

Please see attached full descriptions of the above roles. The application process is below.

**Thank you for considering to become a volunteer in school.**

## How to express interest

If you are interested in becoming a regular volunteer at the school, please complete an application form by following the link below.

[https://forms.office.com/Pages/ResponsePage.aspx?id=A1Fh48RNJkSYgLFYhLp0hNahspQScztJuvdwPTBx\\_xZUQjJIWUJKT1ZYS1k2S0kzN1JGVjZJRUK5OS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=A1Fh48RNJkSYgLFYhLp0hNahspQScztJuvdwPTBx_xZUQjJIWUJKT1ZYS1k2S0kzN1JGVjZJRUK5OS4u)

If you would prefer a paper copy of this form then please contact the school office.

## Next steps

1. Once we have received your completed form, we will be in touch to confirm acceptance and arrange a meeting to discuss possible roles further;
2. If accepted as a volunteer, the School Business Manager will then arrange for references to be sought and for a DBS check to be undertaken. You will be contacted with regards to the DBS check.
3. All volunteers will be provided with a pack of information including :
  - Volunteer Handbook
  - Confidentiality Policy
  - Safeguarding in Education Induction Leaflet
  - Part 1 of the Keeping Children Safe in Education Document
  - IT Acceptable Use Policy for staff, governors and volunteers



4. Prior to starting, all volunteers will be asked to complete online safeguarding and GDPR training - this may be done in school should computer access at home be difficult;
5. Once all of the necessary checks and paperwork have been completed, we will contact you to confirm a start date.

*We are extremely grateful to all volunteers who support our pupils on a regular basis. This really does make a huge difference to the children and their learning.*



## St Bartholomew's C of E Primary School



Volunteer classroom helper - general or specific

**Responsible to:** the class teacher

**Core purpose:** To support the class teacher with teaching and learning.

General

### 1. Support for children

- Ensure pupils understand and can achieve the learning tasks by:
  - repeating the teacher's instructions,
  - helping pupils get ready to learn and stay focussed with gentle prompts or reminders,
  - modelling what they have to do, and in some cases, adapting the learning accordingly.
  - preparing resources are making them readily available.

### 2. Support for the teacher:

- Noticing pupils who might need extra support or reminders and intervening.
- Provide feedback on pupils to help the class teacher plan appropriate next steps.
- Under the direction of the teacher, carry out pre-determined tasks.
- Help to prepare the learning environment for use. Keep things tidy and orderly.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Ensure that information relating to a child's safety is shared effectively and sensitively with the class teacher.

For more detailed advice, here are the Learning Support Assistant expectations for our school.

### Basic requirements for this role:

- Good literacy and numeracy skills.
- Confidence to talk to children about their learning and behaviour.
- Ability to use your initiative.

### Specific

This role can be focussed onto an area of particular speciality or passion, for example:

- Maths ● Writing ● PE ● Music ● Foreign Languages ● Drama
- Or anything that you can offer that would be helpful.



## St Bartholomew's C of E Primary School



### Listening to children read volunteer - one to one; groups

**Responsible to:** the class teacher

**Core purpose:** To hear pupils read, especially those that don't read regularly or are struggling with reading.

1. One-on-one, listen to pupils read, supporting them by:

- encouraging them to sound out words they don't know.
- asking questions about what they have read – comprehension:
  - Making Connections, comparisons/parallels... both obvious ones and abstract ones, between texts and to real life.
  - Monitoring, the child's awareness that something he/she just read doesn't make sense to them.
  - Predicting, anticipating what will happen next.
  - Visualising, mental representations from the words on the page.
  - Asking Questions, wondering...
  - Inferring, reading between the lines.
  - Summarising, reformulating the absorbed information in the child's own words.

2. Encourage a love of reading, by giving them gentle praise and encouragement, and discussing books and stories they like.

#### **Basic requirements for this role:**

- Able to read books up to and including teenager level.
- Confidence to ask children questions about what they've read.
- Kindness and patience.



## St Bartholomew's C of E Primary School



### Club leader

**Responsible to:** the headteacher

**Core purpose:** To run a club of interest for a small group of children.

Taking a specific skill or interest that you have, teach pupils during lunchtime or after school. This would be in very small groups.

**Basic requirements for this role:**

- able to manage a group of pupils on your own.
- confidence to talk to children about their learning and behaviour.
- available at least weekly.