



## Description of Volunteer Role – Holy Rosary Heathcote

*The Description of Volunteer Role is required for every volunteer role within Holy Rosary School. In order to minimise the risk of a volunteer role being perceived as an employee rather than a volunteer, it is recommended that the Description of Volunteer Role be kept on file and not provided to the volunteer. The volunteer should be provided with a simplified version – the Responsibilities of Volunteer Form.*

### Statement of Duties

#### Duties

1. Assisting teachers with school-based tasks, including:
  - Display set-up
  - Resource preparation
  - Book covering
2. Supporting literacy and numeracy activities, including:
  - Listening to reading
  - Mathematics activities
3. Assisting in a wide range of day-to-day school activities, such as:
  - Photocopying
  - Processing library books
  - General classroom activities
  - Laminating
4. 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
5. Assisting school teaching staff in coordinating a excursions/camps by:
  - Supervising students as required
  - Assisting with post-meal mess clean-up
  - Taking students to/from toilets, drinking fountains etc.
  - Praising appropriate behavior and encouraging modification of inappropriate behavior
  - Modelling acceptable behavior and language
6. 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.
7. Other duties as directed

## Selection Criteria

### Commitment to Catholic education

- An understanding of and respect for the school values of Holy Rosary

### 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