

**St Neot Community Primary School, Loveny Road, St Neot, Liskeard, Cornwall PL14 6NL**

Tel. 01579 320580 Email- secretary@st-neot.cornwall.sch.uk  
Head teacher: Sam Bowden Chair of Governors: Alastair Cuthbert

"A happy learning environment for all"

www.st-neot.cornwall.sch.uk



## **VOLUNTEER CLASSROOM HELPER**

### **ROLE DESCRIPTION**

#### **Core Purpose**

To support the class teacher with teaching and learning.

#### **General**

#### **Support for the children**

Ensuring the pupils understand and can achieve the learning tasks by:

- Repeating the teacher's instructions.
- Helping them to get ready to learn and stay focussed.
- Modelling what they are asked to do and adapting the learning accordingly.
- Preparing and sharing resources.
- Hearing children read and supporting by encouraging them to sound out word they do not know.

#### **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 etc.
- Ensure that information relating to a child's safety is shared effectively and sensitively with the class teacher.

#### **Basic Requirements for this role:**

- Good literacy and numeracy skills.
- Confidence in talking to children about their learning and behaviour.
- Ability to use own initiative.



## Specific Requirements:

This role may be focussed on a specific area, for example:

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

## All volunteers must:

- Undertake Volunteer induction training.
- Follow the school's Code of Conduct, Safeguarding and Child Protection Policy and Behaviour policy.
- Commit to promoting and safeguarding the welfare of all children.
- Maintains strict confidentiality regarding the privacy of pupils and staff, including conversations, records and other material.
- Develop and maintain effective working relationships with pupils, staff and parents.
- Contribute to the maintenance of a safe and healthy environment.

