



Description of Volunteer Role – St. Mary’s PS Cohuna

Statement of Duties	
Duties	<ol style="list-style-type: none"> 1. Assisting teachers with school-based tasks, including: <ul style="list-style-type: none"> • display set-up • resource preparation • book covering. 2. Supporting literacy and numeracy activities, including: <ul style="list-style-type: none"> • group reading • mathematics activities. 3. Assisting in a wide range of day-to-day school activities, such as: <ul style="list-style-type: none"> • photocopying • processing library books • general classroom activities • editing school magazine • laminating. 4. Assisting in school lunches and catering: <ul style="list-style-type: none"> • 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 an excursions/camps by: <ul style="list-style-type: none"> • 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. 6. Assisting the physical education teacher by: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • An understanding of and respect for the school values of St Joseph’s
Child safety	<p>The volunteer must:</p> <ul style="list-style-type: none"> • 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.

