

## 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:
  - individual / group reading
  - mathematics activities.
  
3. Assisting in a wide range of day-to-day school activities, such as:
  - photocopying
  - processing library books
  - general classroom activities
  - editing school magazine
  - laminating.
  
4. Assisting in school lunches and catering:
  - general food handling
  - preparing sandwiches
  - cooking BBQs
  - serving at the counter
  - wiping down counters
  - washing and putting away utensils
  - general cleaning duties
  
5. Assisting teaching staff in coordinating an excursions/camps by:
  - 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 with Sporting Teams
  - committee member
  - coaching
  - official e.g., Team Manager, Property Manager, Time Keeper, etc...
  - umpire
  
7. Helping in the school garden
  - setting up and packing away gardening equipment.
  - encouraging students to participate in gardening activities.
  - Planting and harvesting vegetables and cooking with groups of children.
  
8. Assisting with School Events
  - setting up and packing away equipment
  - MCing events
  - running stalls / activities
  - timekeeping / judging events
  - supervising students as required
  
9. Other duties as directed.

<b>Selection Criteria</b>	
<b>Commitment to Catholic education</b>	<ul style="list-style-type: none"> <li>● An understanding of and respect for the school values of St Mel's</li> </ul>
<b>Child safety</b>	<p>The volunteer must:</p> <ul style="list-style-type: none"> <li>● have experience of working with children</li> <li>● demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>● be a suitable person to engage in child-connected work</li> <li>● hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
<b>Skills/attributes</b>	<p>The volunteer will have:</p> <ul style="list-style-type: none"> <li>● Ability to work as part of a team</li> <li>● Good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>● Ability and willingness to accept policy directives</li> <li>● Maturity</li> </ul>