

# Mawson Lakes School

## Volunteer Role Description – Classroom Helper



### Key skills

- enjoy helping students.
- like assisting teachers.

### Main duties

- help the teacher by following their directions.
- help children with their learning (drawing, writing, reading, maths, technology, etc).
- tidy the classroom.
- help students undertake learning tasks under teacher supervision.
- photocopying.
- hand out supplies.
- put up displays.
- help the teacher with lesson preparation and organisation.

### Aims of the role

To make sure:

- students feel like they receive enough help and attention.
- the teacher feels supported.

### Supervision and safety

You need to:

- always have a staff person present.
- make sure everyone is safe.

### What we expect from you

- uphold our school values of Cooperation, Pride, Quality & Respect at all times.
- treat everyone fairly and with respect.
- be a good role model for the students.
- show enthusiasm and enjoyment – have fun.
- be reliable.
- as always, remember to **not** share information or photos on social media, and don't use your own phone or camera.
- ask the teacher if you're not sure about anything.

### Reporting and contact details

Volunteer reports to: Relevant Classroom Teacher

Volunteer Coordinator: Hamish Fletcher, email: [hamish.fletcher891@schools.sa.edu.au](mailto:hamish.fletcher891@schools.sa.edu.au)