

## VOLUNTEER POSITION DESCRIPTION

<b>Title:</b>	<b>Volunteer Teacher/ Support Teacher</b>
<b>Usual work location:</b>	
<b>Cost Centre:</b>	
<b>Usual hours of work:</b>	1-5 hours per week during school term
<b>Length of Appointment</b>	6 months
<b>Position Objective:</b>	<p>To assist with tutoring primary school children that needs additional support with Maths and English.</p> <p>The purpose of this role is to assist children that are from families that are struggling to keep up at school due to their special needs where English is not their main language and medical issues.</p>
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To attend an induction prior to volunteering</li> <li>• To assist with teaching and supporting children that may need some extra help with their school work</li> <li>• To be understanding and patient with children and families where English is not their main language and where the child has special needs</li> <li>• To help support the families with understanding children's homework or notices from school</li> </ul>
<b>Key behaviors:</b>	<p><u>Communication</u>  <i>Communicates clearly and accurately- listens to and understands the views of others</i></p> <p><u>Flexibility</u>  <i>Recognises and responds to unanticipated events and requirements or sudden changes of priority</i></p> <p><u>Problem Solving</u>  <i>Identifies and defines problems and feasible solutions through gathering and analyzing information</i></p> <p><u>Reliability</u>  <i>Adheres to routine and follows instruction in order to ensure consistency in process and result</i></p>

<b>Key skills:</b>	<ul style="list-style-type: none"> <li>• Sound verbal and written communication skills</li> <li>• Ability to teach and support primary age children at home or in hospital</li> </ul>
<b>Key knowledge areas:</b>	Tutoring primary school Maths and English
<b>Key experience:</b>	<ul style="list-style-type: none"> <li>• Experience with teaching special needs children</li> <li>• Experience with teaching primary school children</li> </ul>
<b>Key Benefits:</b>	Make a unique contribution to children with special needs
<b>Qualifications:</b>	Teaching Qualification
<b>Reports to:</b>	Andrea Horciu
<b>Direct Reports:</b>	NA
<b>Key requirements for this position:</b>	X Statutory Declaration X SafeSelect™ X National Criminal History Check X Working With Children Check/ Working with Vulnerable People <input type="checkbox"/> Approved Parking Permit <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____