

SCHOOL HELPER

What Does Being Volunteer School Helper Involve?

Being a school helper means assisting the teacher with preparing materials and supervising the children in their activities.

You will have to complete a Disclosure and Barring Service check with VSL.

What Else Might Be Involved?

Tasks undertaken by volunteers in schools vary greatly. You might be supervising children with computer skills, writing, reading or arithmetic. The Organiser will discuss with you the best placement for your interests and skills.

VSL support sessions for all volunteers (held 3-4 times each year) form an integral part of the volunteer role and you will be informed of these through our regular newsletters or by letter.

Is There A Minimum Commitment?

Ideally, you will be able to commit to at least one term.

How Frequently Will I Be Needed?

Ideally one day a week, however, this might mean two afternoons or mornings, depending on your circumstances. A half day could be considered. More hours/days are available if required. Volunteering takes place during term-time only.

Which School Will I Help At?

All schools are in the Forest Hill & Sydenham area. The Organiser will discuss which school is best for you at the interview stage.

How are We Introduced?

You will have a named contact at the school and we will arrange for you to meet with them when you begin. You may be asked to go on a visit to the school before your placement starts.

Do I Need Experience?

No. However, good basic literacy and numeracy skills are essential.

The Organiser is here to support you in your voluntary work and therefore welcomes feedback whether it is about any concerns you may have or just keeping up to date on your progress.

Volunteers Responsibilities

As a School helper for VSL you will be expected to;

- Have basic numeracy and literacy skills.

- Be able to communicate clearly and effectively.
- Follow instructions given by your appointed contact.
- Support children in a friendly and sympathetic manner to develop and improve their skills.
- Be impartial – it is important that you do not impose your opinions and beliefs on the children or school.
- Respect others' views.
- Inform the Organiser of any concerns that arise.
- Be punctual: if you are unable to keep an appointment, you should inform the service user or VSL in good time (48 hours in advance when possible).
- Inform the Organiser of any change to the length, frequency or nature of assistance you are providing the school. (Changes need to be agreed by VSL for monitoring and insurance purposes).
- Where possible, attend all relevant training and support sessions.
- Agree to abide by the Equality and Diversity Policy of VSL and the school you volunteer with.
- Maintain confidentiality at all times.
- Comply with VSL's risk assessment guidelines.

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