

**Steps to engage in being a volunteer at Our Lady Star of the Sea school includes:**

<p>Have a current Working with Children Check</p> <p>Sign the school Code of Conduct</p> <p>Complete the Application Form</p> <p>Sign off on the Responsibilities of a Volunteer Form</p>	<p>Attend an Engaging Volunteers at Our Lady Star of the Sea school session</p> <p>Be briefed by the supervising teacher</p>	<p>Sign in and out at the school office</p> <p>Wear the volunteer lanyard When appropriate, wear the yellow vest</p> <p>Follow the instructions of the supervising teacher</p>
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**Description of Volunteer Role**

<p><b>Supporting learning activities,</b> including one-on-one, group or roaming situations, guest speaker, sport coach, performing arts instructor, assisting with technology</p>	<p><b>Assisting teachers with tasks,</b> including display setup, resource preparation, book covering</p>	<p><b>Assisting in a wide range of day-to-day school activities</b> including photocopying, laminating, processing library books, typing stories,</p>
<p><b>Assisting in school associated roles,</b> including Canteen, Recycle Uniform Shop, PFA Activities, Working Bees, Mowing Roster, School Education Board</p>	<p><b>Assisting teachers in excursions,</b> including camp, swimming, sports events</p> <ul style="list-style-type: none"> <li>● supervising students as required</li> <li>● setting up and packing away equipment</li> <li>● encouraging students to participate in activities.</li> <li>● taking students to/from toilets, drinking fountains</li> <li>● supervising students on the bus</li> <li>● praising appropriate behaviour and encouraging modification of inappropriate behaviour</li> <li>● modelling acceptable behaviour and language.</li> </ul>	<p><b>Other duties as directed</b></p>

## Selection Criteria

<p><b>Commitment to Catholic education</b></p> <p>An understanding of and respect for the school Vision and values</p> <p>Ability and willingness to accept school policy directives</p>	<p><b>Child safety for child-connected work</b></p> <ul style="list-style-type: none"><li>• have an understanding and or experience of working with children</li><li>• demonstrate an understanding of appropriate behaviours when engaging with children</li><li>• Fulfil the requirements of 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 if necessary</li><li>• sign the school Code of Conduct</li><li>• complete Application Form and Responsibilities of a Volunteer Form</li></ul>	<p><b>Skills/Attributes</b></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 and teachers</li><li>• able to follow directions from the teacher</li><li>• Confidentiality</li></ul>
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