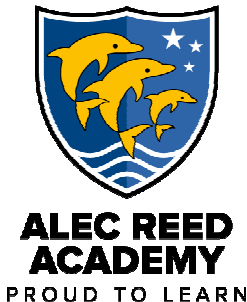


Name		Alec Reed Academy Job Description
Date drafted	October 2017	
Date reviewed		



The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific volunteer role at the ARA.

It is not intended to be a comprehensive listing of every task that a ARA volunteer might be called upon to undertake.

Neither is it a legal document, although it may be referred to correspondence.

MANAGEMENT DETAILS	
Job Title	French Department Volunteer
Location/work base	
Grade	
Reporting to:	The Governing Body through the Principal
Line Manager	Subject Leader - French
Posts directly supervised:	
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB
Purpose: To assist in the educational and social development of pupils under the direction and guidance of the Subject Leader - French.

SPECIFIC DUTIES AND RESPONSIBILITIES

Teaching and learning

- Assist in the educational and social development of pupils under the direction and guidance of the Subject Leader - French.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Work with teachers to identify individual student needs and assist class teachers with maintaining student records.
- Support students with emotional or behavioural problems and help develop their social skills.

Standards and quality assurance

- Encourage and support the provision of enrichment activities, including the Academy specialism of Enterprise.
- Support the aims and ethos of the Academy.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Principal falling within the role of Volunteer.
- Be proactive in matters relating to health and safety.

Other duties and responsibilities

- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place
- Any other reasonable ad hoc works, administration or services required