



Trip Volunteer JOB DESCRIPTION

INTRODUCTION

Elmley Dray School is an independent specialist school. We are seeking a kind, patient, and supportive volunteer to assist pupils with special educational needs and disabilities (SEND) for trips, visits and residential. The role is designed to enhance pupils' learning experiences, support their well-being, and encourage independence in a friendly and inclusive environment.

Elmley Dray School is committed to safeguarding and promoting the welfare of children and young people by giving the highest priority to the recommendations of the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

Purpose

1. To provide extra support to pupils with complex needs under the guidance of the class teacher on trips.
2. To attend trips, visits and residential with staff and pupils.
3. To help individual pupils or small groups with learning activities.
4. To encourage positive behaviour, self-confidence, and independence.
5. To contribute to the welcoming and supportive ethos of Elmley Dray School.

Volunteer Responsibilities (with guidance and support)

- Supporting pupils with activities and helping them stay engaged.
- Helping pupils develop confidence and independence in their learning through activities.
- Encouraging positive social interactions and inclusion during activities.
- Supporting communication by listening and explaining.
- Joining in activities such as games and activities.
- Supporting pupils with organisation and staying on task.
- Promoting positive behaviour and celebrating achievements.

- Sharing any concerns about a pupil's progress, behaviour, or welfare with the class teacher.
- Ensuring pupils are safe and supported during activities.

Safeguarding

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Elmley Dray policies in relation to safeguarding.

SUPPORTING THE SCHOOL

- Contribute to a positive and inclusive school atmosphere.
- Follow guidance from teachers and staff.
- Attend basic induction or training sessions where relevant.
- Respect confidentiality and uphold school policies.

GENERAL

- Volunteers are expected to follow school health & safety and equality policies.
- The role is flexible and supportive – volunteers will not be asked to take on responsibilities outside their comfort zone or level of training.

Signed:

Name:

Date: