

## **POSITION DESCRIPTION: VOLUNTEER CLASSROOM SUPPORT TEAM MEMBER**

---

### **The organisation**

Primary Ethics is an independent not-for-profit organisation delivering an engaging, age-appropriate philosophical ethics curriculum to students in Early Stage 1 – Stage 4 (Kindergarten to Year 8). We provide this free of charge via a network of trained and accredited volunteer teachers. Ethics classes have been enthusiastically adopted in schools across NSW and we take pride in our reputation as an effective and well-regarded education provider within the public school system.

### **Role purpose**

The Classroom Support Team (CST) provides high quality support and advice on best practice to ethics teachers, in order to improve volunteer and student engagement. The team also works with our Education and Operations teams when needed for continuous improvement of the quality of our program.

### **Organisational position**

This volunteer role reports to the Classroom Support Manager and sits within the Education team.

### **Hours and location**

This role will require approximately 10-15 hours per school term. CST volunteers typically undertake one support activity each week during term time. This may be a support call, lesson observation or group workshop, depending on the interests and abilities of the volunteer and the needs of Primary Ethics. CST activities are conducted either from home or at various schools within your local area. We ask that you commit to volunteering for at least one year.

### **Roles and responsibilities**

Classroom support volunteers undertake some or all of the following:

#### **Provide support and advice to ethics teachers**

- Monitor and action your cases in a timely manner using our online volunteer portal EVIE
- Schedule and complete support calls and/or lesson observations
- Keep EVIE case records up to date with all relevant communications and case details
- Facilitate group workshops for volunteers.

#### **Keep training and child safety compliance requirements up to date**

- Complete annual child protection and other ongoing training as required
- Complete regular professional development as required.

#### **Understand and apply Primary Ethics and Department of Education policies to ensure the quality of the program**

- Read all communications from Primary Ethics (such as monthly volunteer bulletin emails) and keep abreast of policy developments
- Communicate with the classroom support manager if you have any questions or concerns.

## Skills, experience and personal attributes

This role will suit you if you have:

- A strong belief in the value of continuous learning and improvement
- Experience delivering the Primary Ethics curriculum or willingness to complete Primary Ethics new teacher training
- Strong interpersonal skills and the ability to deliver feedback in an honest but sensitive manner
- Willingness to adhere to Primary Ethics' curriculum delivery requirements and to coach our volunteers to achieve this
- Strong organisational skills
- Good computer skills
- Your own car or access to public transport to undertake lesson observations or meetings
- Expertise and experience in coaching and adult learning is desirable but not necessary.

## Application process

If you are interested in this role, please send an email to the classroom support manager, Emily Zytaruk, at [emily.zytaruk@primaryethics.com.au](mailto:emily.zytaruk@primaryethics.com.au).

## Commitment to diversity

Great people come from all walks of life. At Primary Ethics, we are committed to creating a diverse, inclusive and flexible workforce that reflects the wider community and the communities we serve. We welcome and encourage applications from all people regardless of age, gender, ability, ethnicity, cultural background and sexual orientation.