

Adult Helpers in Classrooms



This document sets out what we expect from you and what you can expect of us in relation to Adult Helpers in classrooms.

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St Augustine's
KEILOR

Introduction:

At St Augustine's **Adult Helpers in the Classroom** enhance our educational programs, build the partnership between school and home, and provide opportunities for parents to develop their skills and become active participants in their children's education.

We believe that the contribution of parent helpers in classrooms is a great resource and an essential part of a vibrant, positive home/school partnership.

Adult helpers in classrooms play a valuable role in extending students' experiences and increasing their access to adult assistance.

By assisting in classrooms as helpers, parents can:

- gain a greater understanding of their children's schooling and see their children in their "work" situation
- share their expertise to enrich programs
- enable teachers to provide a wider range of learning activities
- extend children's experiences and access to adult assistance

Formal induction programs for classroom helpers are run by staff at St Augustine's and offered in Term 1 each year.

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All adult helpers in classrooms need to:

- Have a current Working with Children Check
- Agree to and follow Child Safe Code of Conduct guidelines
- Sign in and out at the school office and wear an identifying badge
- Abide by the guidelines set out in this document
- Understand that the teacher is responsible for the education, control and behaviour management of the children.
- Understand that the parent is a **helper** and is therefore required to work under the teacher's direction
- Maintain confidentiality at all times
- Understand that the use and selection of adult helpers is at the discretion of the teacher
- Know that they may or may not be working with their child
- Understand their purpose for being a classroom helper is to assist all children not just their own
- Inform the classroom teacher if they are unable to attend so that alternative arrangements can be made
- Not publish or transmit any photos of students other than their own without teacher and parent consent
- Leave toddlers and pre-school age children at home

It is vital that you treat anything you hear or see as an adult helper in a classroom with regard to particular children as being in absolute confidence.

Similarly you may find that parents who are friends will ask about the progress or behaviour of their child in the classroom. This requires a great deal of tact on the part of the parent helper and it is very important that you suggest that if they are worried in any way about their child, then they discuss the matter themselves with the classroom teacher.

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Duties that may be required of adult helpers in classrooms include:

- Supervision of students in small groups
- Hearing children read
- Assisting students to change home reading books
- Setting up/packing away
- Supervising art and craft work
- Extending students' learning in a particular area through questioning
- Interacting with students to maximise their learning in an activity
- Asking and answering student questions
- Re-focusing students
- Computer troubleshooting
- Sharing a skill or area of expertise

As an adult helper in a classroom, you are expected to:

- Be punctual and reliable in fulfilling your commitment to assist as a classroom helper
- Respect the privacy & confidentiality of all members of the classroom
- Have your mobile phone turned off while in the classroom
- Speak in a kind and friendly way to all students
- Follow teacher instructions when assisting with activities
- Supervise students closely and carefully

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As an adult helper in a classroom, you can expect:

- To gain a better understanding of your child's schooling
- Guidance and direction from the classroom teacher
- Pride and a positive attitude from your own child
- Students to follow classroom rules at all times
- To have a great time and a shared experience to follow up with your child

