Task description/Person specification

Title: Child Development Centre Pre- School Language Groups Volunteer

Base: The Child Development Centre, York Teaching Hospital

Line Managers: Philippa Hutton / Rachel Shearer

Tasks to be undertaken

It is anticipated that you will carry out all or some of the following tasks:

- To help set out the group activities following written guidelines documented in blue group file.
- To prepare named baskets for parent handouts and place children’s symbols on chairs and coat pegs.
- To prepare coffee / tea tray for parents resource room
- To tidy outside play area in preparation for group if necessary
- To join music and singing circle activities and model activities following visual and verbal prompts from group staff
- To engage in play activities with individual children with supervision from group staff
- To make documented observations when requested if staffing ratio allows
- To help set the table for snack time and help children wash and dry their hands before joining snack table.
- To help clean and tidy away toys following the group session
- To contribute verbally to individual children’s record of observations using Early Years Foundation Stage Profile following the group.
- To help patients out feedback questionnaires (such as the Friends and Family Test)

Person Specification

It is expected that the CDC Language Groups Volunteer will be able:
1. To communicate and engage effectively and professionally with parents and children.
2. To work with the minimum of supervision after suitable training has been undertaken.
3. To use their own initiative as the need arises within agreed areas.
4. To present a professional approach to patients, carers, nursing and other staff.
5. To be polite and punctual at all times.
6. To fulfil the agreed time commitment each week, in the absence of extenuating circumstances.
7. To ensure absolute confidentiality of information obtained through contact with York Hospitals NHS Foundation Trust.

Signed by     Print Name

Date