

Volunteer Education Assistant Registration Form

This is the volunteer work information and registration form for the position of **Education Assistant** with **Persian Language School WA – a division of Iranian Association Inc** ('the employer') that is committed to maintain in the framework of Persian Language Teaching High Standards, on the terms and conditions set out in this document. This form (if your registration approved) also will serve as contract between PLSWA (Us) and Volunteer Education Assistant (You).

1. Position

The position will be a short-term voluntary work (**UNPAID**) as required.

The position is responsible for assisting the class teacher that volunteer will be assigned to, by the school principal, to work under the supervision of the teacher and according to guidelines provided by the School Curriculum Framework, ensuring the effective learning, enjoyment, wellbeing & safety of the students. Roles include:

- Housekeeping including set-up and pack-down of classroom chairs, tables, etc.
- Preparing classroom resources and indoor/outdoor equipment as required, including preparation and cleaning away of teaching materials and equipment.
- Assisting classroom activities as directed and supervised by the teacher.
- Supervising the students assigned to your care.
- Use only school means of communicating with students, including PLSWA's telegram, website and social media, NOT personal email or private message, etc.
- Avoid conflict of interests (ie. private tutoring of Persian Language).
- Performing your role and any others duties PLSWA may assign to you, having regard to your skills and experience.
- Devoting a reasonable amount of out-of-class time to participate at professional development programs, workshops and seminars, to curriculum-development, to prepare for delivering the lessons, and to communicate with your class students (as required) thru the school social media platforms including telegram, facebook, website, etc.
- Meeting professional obligations including (not limited to) familiarising yourself with child safety policies and code of conducts and all relevant teaching materials, teaching guides, website and eLearning system, and to liaise with school principal and administrator as required.

2. Duration

There are typically 9 days (9 of 3 hours class sessions) of teaching per term, and each session divided to 3 parts, 45 minutes of teaching session each.

3. Place of work

You shall perform your duties at premises that maybe varied from time to time. Current venue is the Fountain College, 12 Karri Way, Ferndale WA 6148.

Persian Language School WA

PO Box 1187, Canning Bridge WA 6153

Email: info@plswa.org.au | Web: www.plswa.org.au | info Line: 0405 766 208

Persian Language, the reservoir of Iranian thought, sentiment, values and literary arts

4. Hours of duty

Every Sunday (within school term), 3 hours per day, from 2:00 to 5:00 pm or as you will be requested from time to time.

5. Termination of employment

You may terminate your volunteer work by providing us with minimum of **4 Weeks** advance notice, to be effected from the beginning of the following term.

6. Your obligations

You will be required to:

Perform all duties to the best of your ability at all times;

To familiarise yourself with applicable policies and procedures, and request training for the activity that you are unfamiliar with, prior to performing the task, and to ask questions when necessary.

Use your best endeavours to promote and protect the interests of the employer; and Follow all reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

Please write your info, read all declaration items, tick check boxes and sign the form.

Volunteer Details and Acknowledgement			
Full Name:	Email:		
Address:	Mobile:		
<p>Note: All school staff require having police clearance and Working With Children Check ID. If you do not have one already, we would be happy to sign the application forms for you.</p>			
<table border="0"> <tr> <td style="vertical-align: top;"> <p><input type="checkbox"/> I understand that I am volunteering my services to PLSWA and that I will NOT receive any remuneration.</p> <p><input type="checkbox"/> I authorise PLSWA to undertake reference checking with the referee provided above about my work, conduct, experience and skills.</p> <p><input type="checkbox"/> I understand that PLSWA will not provide personal accident insurance for me.</p> <p><input type="checkbox"/> I agree that if my registration is approved I will only conduct work under the guidance and supervision of PLSWA team member responsible for the work.</p> <p><input type="checkbox"/> I agree that at all times comply with the Code of Conduct, any relevant legislation and all other PLSWA policies and procedures that I am inducted in or otherwise informed I must comply with during the course of my engagement as a PLSWA Volunteer.</p> <p><input type="checkbox"/> I understand that PLSWA reserves the right to terminate my engagement as a Volunteer at its absolute discretion if PLSWA determines that I fail to comply with the Code of Conduct or PLSWA policies and procedures or if my service no longer is required.</p> </td> <td style="vertical-align: top;"> <p><input type="checkbox"/> I declare that I am not a person prohibited by law from seeking, obtaining, undertaking or remaining in child related employment.</p> <p><input type="checkbox"/> I acknowledge that acceptance of this registration and any subsequent offer of Volunteer Work made by PLSWA will be subject to satisfying the requirements under the Child Protection, as appropriate and confirm that I will complete the appropriate forms and authorise PLSWA to conduct appropriate checks to satisfy legislative requirements.</p> <p>I certify that all the information provided above is true and correct.</p> <p>Signature:</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>date:</p> </td> </tr> </table>		<p><input type="checkbox"/> I understand that I am volunteering my services to PLSWA and that I will NOT receive any remuneration.</p> <p><input type="checkbox"/> I authorise PLSWA to undertake reference checking with the referee provided above about my work, conduct, experience and skills.</p> <p><input type="checkbox"/> I understand that PLSWA will not provide personal accident insurance for me.</p> <p><input type="checkbox"/> I agree that if my registration is approved I will only conduct work under the guidance and supervision of PLSWA team member responsible for the work.</p> <p><input type="checkbox"/> I agree that at all times comply with the Code of Conduct, any relevant legislation and all other PLSWA policies and procedures that I am inducted in or otherwise informed I must comply with during the course of my engagement as a PLSWA Volunteer.</p> <p><input type="checkbox"/> I understand that PLSWA reserves the right to terminate my engagement as a Volunteer at its absolute discretion if PLSWA determines that I fail to comply with the Code of Conduct or PLSWA policies and procedures or if my service no longer is required.</p>	<p><input type="checkbox"/> I declare that I am not a person prohibited by law from seeking, obtaining, undertaking or remaining in child related employment.</p> <p><input type="checkbox"/> I acknowledge that acceptance of this registration and any subsequent offer of Volunteer Work made by PLSWA will be subject to satisfying the requirements under the Child Protection, as appropriate and confirm that I will complete the appropriate forms and authorise PLSWA to conduct appropriate checks to satisfy legislative requirements.</p> <p>I certify that all the information provided above is true and correct.</p> <p>Signature:</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>date:</p>
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