



Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Reading Volunteer

Responsibilities and Tasks

Support for Pupils

- Help children to choose new books
- Talk to them about the books they have read and encourage them to share their views and ideas
- Ask a range of questions to help children develop a deeper understanding of the text
- Make reading fun by getting to know your reader's interests
- Give children one to one attention and be a positive role model
- Help children feel successful by giving positive feedback and support
- Be creative with teaching and learning strategies, adopting your approach for different pupils
- Complete reading records and logs
- Manage time and schedule effectively ensuring all specified children for the session have been read with
- Come as scheduled and on time
- Keep internal information confidential and act with discretion
- Supporting other basic library jobs during quieter periods, e.g. shelving or tidying books

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be responsible for promoting and safeguarding the welfare of children and young persons that the volunteer is responsible for or comes into contact with.

Health & Safety

- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met



Person Specification

Reading Volunteer

1. Knowledge and Experience	Essential	Desirable
Previous experience of working/helping within a school		✓
A First Aid qualification		✓
Basic understanding of child development and learning.		✓
Experience of working with relevant age groups within a learning environment.		✓
2. Skills & Knowledge	Essential	Desirable
The ability to communicate fluently with adults and children in English	✓	
A competent reader	✓	
The ability to follow instructions	✓	
The ability to guide and supervise the children	✓	
Excellent communication and listening skills	✓	
Ability to use own initiative and creativity	✓	
3. Personal Qualities	Essential	Desirable
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Patience and the ability to work at a child's pace	✓	
Patient, tolerant, sympathetic and, fair but firm	✓	
Enjoy being with children	✓	
A trustworthy and friendly manner	✓	
A willingness to be flexible	✓	
A respect for confidentiality	✓	