



Job Description and Person Specification

The Elms Primary School – Volunteer Reader

Responsible to: Class teacher or Assistant Headteacher	Grade: n/a
Hours: n/a	Duration:
Main Location: The Elms Primary School	

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

Main Responsibilities and Tasks

Within Cambrian Learning Trust Schools volunteers may be utilised to support the classroom teacher in facilitating the active participation of children in the academic and social activities of the school. Activities may include:

- Hearing children read;
- Completing reading records;
- Helping children select appropriate texts for age and ability;
- Discussing the text that they have been reading with children.

This list is not exhaustive.

Support for the School

- Ensure that information relating to a child's safety, understanding and ability is shared effectively and sensitively with the class teacher.
- Develop and maintain effective working relationships with staff.
- Contribute to the maintenance of a safe and healthy environment.
- Commit to promoting and safeguarding the welfare of all children.
- Participate in training sessions or safety briefings relevant to your role in school.

Qualifications and Experience

Qualities	Essential/ Desirable
Qualifications & Training <ul style="list-style-type: none"> • CLT Volunteers must agree to participate in and complete the pre-requisite training required to be an approved CLT Volunteers. • English and Maths at Grade C / Level 4 pass 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p>
Knowledge & Skills <ul style="list-style-type: none"> • Good communication skills including speaking and listening • Ability to develop and maintain effective working relationships with pupils, staff and parents • Where the volunteer will be listening to children read, good literacy skills with the ability to read books up to and including teenager level with confidence to ask children questions about what they have read. • Ability to engage with children and students of various ages and abilities demonstrating patience and encouragement. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
Personal Attributes <ul style="list-style-type: none"> • Enthusiasm to engage learners in the task being undertaken • Respectful and approachable manner. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>

The Elms Primary School and Cambrian Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.

Cambrian Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.