



RLA Job Description

Teaching and Learning Reading Volunteer



Main Duties

This Teaching and Learning Reading Volunteer job description sets out the duties to be performed to the satisfaction of the Assistant Headteacher, with the full support and help of the RLA Team to ensure a positive and successful volunteering role; and potential future paid career path.

All duties will be supported by the class teacher in the first instance. The Volunteer role is an important role at RLA, to support children's learning, especially their reading.

Volunteering Hours:

Ideally, we are wanting at least 1 volunteer per year group for a minimum of 3 hours per day. This is to ensure that all targeted children can develop their reading each day.

We would be extremely grateful for interested Volunteers to state the hours that they could regularly commit to and the days and times that best fit around your busy lives!

Our Commitment to you as a Volunteer professional:

- ✓ Full Induction processes for the role will be led by the Assistant Headteacher.
- ✓ Full training will be included in the Induction process initially and thereafter through our training programme.

General Responsibilities:

- To help prepare classroom environments, including outdoor provision, so that areas are safe and ready for children to learn effectively;
- To hear identified children read regularly, according to need, as part of our Reading for Pleasure strategy;
- To have conversations with the reader to develop understanding and interest;
- To be a positive professional role model with the children and staff – you never know where this Volunteer role takes you in terms of your career!!
- To implement our safeguarding policies and Code of Conduct at all times, including maintaining confidentiality in and out of RLA

Other Roles and Responsibilities:

As Volunteers becoming more confident and expert in the Reading role, through negotiation with the Assistant Headteacher, roles and responsibilities can be reviewed in order to develop the Volunteer's experience, skills and knowledge, with the appropriate support and training.

If you are interested, you need to:

- ✓ Read through the role information and know that it interests you;
- ✓ Know that you can reliably commit to agreed hours, days and timings;
- ✓ Look at the Person Specification and make sure that you include in your application all points which are needed in your application.

RLA Person Specification: Teaching and Learning Volunteer

Attributes	Essential Criteria for Selection	Evidence Source Application (A) Interview (I) Reference (R)
Application	<ul style="list-style-type: none"> Positive initial discussion and level of interest Well written and presented application form 	I A
Personal Competencies	<ul style="list-style-type: none"> Have a real interest in, or love of, reading and / or language Inspire high expectations and aspirations for all pupils to do their best Be efficient, well organised and effectively prepared Demonstrate good time keeping to ensure readiness for the role Demonstrate good ability to implement RLA training and policies Able to record observations and assessment records for the class teacher 	A, I A, I I, A I, R, A I, R A, I
Personal Qualities and Commitment	<ul style="list-style-type: none"> Show real commitment to the role as a professional Demonstrate a willingness to develop, improve and learn from further professional training Promote effective learning through the RLA way Good ability to encourage and motivate children to read and learn Establish and maintain effective working relationships with staff Celebrate and promote inclusion, equality and diversity Willingness and expectation to share your best practice Be self-motivated and want to support children's learning 	A, I I, A I A, I I A, I, R I A, I
Qualifications	<ul style="list-style-type: none"> Good communication skills – speaking, listening, writing and following instructions and requests English GCSE Grade D or above, or its equivalent 	A, I A, I
Experience	<ul style="list-style-type: none"> Working with, or bringing up children, to a good standard A wide range of different types of reading and authors 	I, A I, A