**Volunteer Job Description**

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| **Type of Volunteer role:** Library Support |
| **Vacancy description:**  To support and promote the development of reading skills with children and young people with a range of SEND needs.  To catalogue and keep a track of library resources.  To respond to requests from students and staff. |
| **Specific Skills Required:**   * Good Reading and Writing skills * Good communication and organisational skills * Ability to build relationships with pupils, staff and parents * Previous experience of working with children with SEND * Ability to understand and follow agreed school policies |
| **Personal Qualities Required:**   * Reliable * Organised * Punctual * Sense of humour * Patient * Flexible * Enthusiastic * Creative * Willingness to learn new skills |
| **Support required:**   * Promoting a love for books and reading * Organise books and resources * To keep track of library resources * Supporting students and staff requests * Making sure all users can access the library resources |