**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
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| **Personal Qualities Required:*** Reliable
* Organised
* Punctual
* Sense of humour
* Patient
* Flexible
* Enthusiastic
* Creative
* Willingness to learn new skills
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| **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
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