



Volunteer Reader Job Description

Role title:	Volunteer Reader
Reporting to:	Thomas's Foundation Office Manager and Volunteer Reader Coordinator
Location:	Partner Schools local to respective Thomas's London Day School (TLDS)
Key Relationships:	Partner School Teaching Staff Contact
Engagement Status:	Volunteer
Time Commitment:	Minimum 1 hour per week
Minimum Term:	1 academic year (term time)

Summary

Thomas's Foundation works with over 50 partners including local schools; community organisations and third party providers and relies on the support of dedicated volunteers to manage and develop these relationships in the wider community. The Volunteer Reading Programme is a vital part of Thomas's Foundation's work in the local community.

The Volunteer Reader typically commits between one and two hours per week to attend Partner Schools and read with primary school aged children. In each hour-long session, Volunteer Readers will engage with up to four pupils to develop their reading skills and instil a sense of enthusiasm towards reading.

Main Duties

- Maintain regular contact with Volunteer Reader Coordinator on scheduling and availability for reading sessions
- Arrive at Partner Schools 15 minutes prior to reading sessions to ensure unnecessary delays to session start times
- Liaise with Partner School classroom staff to locate reading areas, books and understand allocation of pupils per session
- Build rapport with pupils ahead of opening their books to build a sense of safety and confidence ahead of reading with them
- Ensure allocated reading time with pupils is focused on the pupil(s) and without distraction
- Positively encourage pupils with their reading, working to develop their skills around phonics, vocabulary, punctuation, reading speed, expression, and comprehension under guidance of Partner School classroom staff

- Give praise and encourage pupils where their reading skills show ongoing development
- Undertake programme and safeguarding related training in line with TF's policies and procedures
- Adhere at all times to Partner Schools' safeguarding, health and safety procedures
- Adhere to TF's volunteer-related policies and procedures, and reporting structures in relation to raising safeguarding concerns
- Provide ongoing feedback on working with Partner Schools and report monitoring and evaluation data to Volunteer Reader Coordinators

Key Skills and abilities needed

- Fluent reading and comprehension of English language
- Able to build rapport to encourage trust and confidence
- Able to communicate positively and effectively with children and young people
- Takes calm and collected approach to working with stakeholders
- Able to encourage and give positive feedback in a structured manner
- Understands and is committed to the time requirements, minimum term, and safeguarding of young people

Thomas's Foundation is committed to safeguarding and promoting the welfare of children and young people. All volunteers will be required to have an enhanced DBS check and work in accordance with our safeguarding/child protection policies and procedures.

Thomas's Foundation (CIO)

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