



Bookmark

Change a child's story

BOOKMARK READING VOLUNTEER

We give children the reading skills and confidence they need for a fair chance in life, through our flexible volunteer-led programme.

As a Reading Volunteer with Bookmark, you'll play a really important role in building a better future for a child through reading together. You'll support a 5-9 year who is falling behind with their reading, helping them with their literacy skills by reading stories and playing games. You'll do two 30- minute sessions a week, for six weeks at a time, watching your reader progress and grow in confidence.

Bookmark is committed to promoting a diverse and inclusive community. We aim to create an environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

ROLE DESCRIPTION

Supporting children

- Ensure that we reach as many children as possible by delivering one-to-one reading support to as many children as you are able
- Deliver impactful reading sessions using the structure provided by Bookmark, whilst adapting to the child's needs

Delivering one-to-one reading support

- Use the Bookmark app to book reading programmes
- Deliver two one-to-one, 30-minute reading sessions with a child, each week, for each 6-week programme that you book
- If volunteering face-to-face, we strongly encourage booking to read with a minimum of two children a week, across 12 weeks
- Deliver a structured reading programme (either online or face-to-face at a local primary school), which includes free reading, and fun, interactive word games and activities
- Give positive feedback and support to encourage the child, adapting your reading sessions to their needs
- Provide Bookmark with feedback about the programme and your experience as a volunteer
- Aim to complete a minimum of 10 sessions out of 12 within each six week programme

Training

- Complete initial online training package including safeguarding, preparing for your first day, navigating books together, behaviour and online volunteering
- Refresh your safeguarding training every 2 years

This policy is subject to adoption by the trustees of Bookmark by 07/11/2022

www.bookmarkreading.org

Bookmark Reading Charity | Registered Charity No. 1177681 (England & Wales) | Company No. 11104438



- Engage in additional Bookmark training resources and other opportunities to develop your skills as you wish, to build your knowledge
- Complete any other necessary training updates, as required
- Ask for and provide support and learnings to other volunteers through our online community

Safeguarding

- Safeguard and promote the wellbeing and welfare of children you are responsible for, or come into contact with, in accordance with Bookmark's [safeguarding policies and procedures](#)
- If you have any concerns about the safety or wellbeing of a child, you have a duty to report these concerns, so that the right people can help
- Safeguarding concerns should be reported as outlined in the [safeguarding policies and procedures](#)

Be part of the Bookmark community

- You'll be joining a vibrant and diverse volunteer community. We encourage you to engage with other volunteers through chat groups, forums and events. The Volunteer Handbook (available to Bookmark volunteers once onboard with us, via the Library) provides a useful overview of volunteering at Bookmark and the support available.

PERSON SPECIFICATION

- A positive advocate for Bookmark and demonstrate [our values](#)
- Adhere to Bookmark's [safeguarding policy and procedures](#), and our [code of conduct](#)
- Passionate about literacy and its importance
- Basic computer skills, including the use of our online reading platform, online training and our app
- Fluent in English and a competent reader
- A good communicator with excellent listening skills
- Able to work one-to-one with children at their pace
- Able to show enthusiasm, encouragement, empathy and patience
- Trustworthy with a friendly manner
- Reliable, punctual and able to support a six-week programme (minimum)
- Ability to work professionally and collaboratively with fellow volunteers, school staff and others
- Take initiative with suggestions and ideas for the improvement of Bookmark's service
- Aged 18 years+

Bookmark is committed to safeguarding and promoting the well-being and welfare of children and requires everyone associated with the charity, including all trustees, employees, and volunteers to share this commitment. Successful applicants will need to undergo child protection screening appropriate to the role, including references from past employers and Disclosure and Barring Service checks.

(reviewed on 24/09/21 with no changes required since adoption)