**Job profile**

*Job title:* **Browsing Supervisor**

*Job goal:* To organise browsing sessions for all pupils to visit the Book Fair during the school day

*Positions available:* Four to six [Change this to meet the needs of your school]

*Key responsibilities:*

* Create a timetable so that each class has a set time to visit the Book Fair to browse and distribute the approved timetable to all teachers
* Ensure that there are enough activity wishlists to give one to each pupil (these will be sent three weeks before the Book Fair.)Download more from the Resource Pack if required from **www.bookfairs.scholastic.co.uk/free\_resources**
* When the Book Fair arrives, familiarise yourself with the book selection so that you can help younger children with their choices
* Decide who is responsible for collecting and returning each class on time and who will supervise the distribution of activity wishlists, ensuring that they are filled in and taken home afterwards
* Ensure that the books and displays are tidy at the end of each session

*Skills and qualities required:*

* Keen interest in books
* Good communication skills
* Assertiveness and ability to stick to deadlines