**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Springwood High School** |
| **Job Title:** | **Reading Coordinator and LRC Assistant** |
| **Grade:** | **Grade D, Points 14 – 17, (£17,681 - £18,672 FTE per annum, based on a 37 hour week). Please note salary will be pro rata.**  **(£9.16 - £9.68/hour)** |
| **Hours/weeks:** | **37 hours per week, term time only (38 weeks/year)** |
| **Responsible to:** | **Deputy Headteacher** |
| **Key Relationships/Liaison with** | **Heads of Subjects, Tutors and Subject Teachers, Parents, Pupils** |

**Purpose of the Job**

To improve reading skills and literacy levels of all pupils.

**Responsibilities**

* To organise, plan and implement reading and literacy programmes such as Accelerated Reader and Lexia across Key Stage 3.
* To be responsible for, and supervise, Key Stage 3 reading lessons in the LRC.
* To plan and implement intervention strategies to improve reading skills and literacy levels.
* To motivate students to read more.
* To promote a love of reading and raise the profile of reading across the school.
* To maintain and keep up to date relevant student records.
* To monitor participation and progress statistics for all Key Stage 3 students and liaise with teaching staff and year teams.
* To communicate with parents, keeping them informed with regard to their child’s progress in reading and literacy.
* To communicate with students, ensuring they are aware of the progress they are making and updating their personal records and targets.
* To attend cross-trust meetings to promote and share good practice across WNAT secondary schools.
* To organise and run reading and literacy based competitions.
* To help create and maintain a positive learning environment in the school’s Learning Resource Centre.
* To organise individual and group rewards.
* To organise and support reward events such as celebration teas, certificates and reward assemblies.
* To support the LRC Manager in the day-to-day running of the Learning Resource Centre.
* To support the running of Breakfast Reading Club; encouraging and monitoring attendance of key students.
* To support after school Homework Club.
* Monitor, record and communicate safeguarding issues to the child protection team.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English |  |  | Appl/Ref |
| Level 2 IT qualification |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working with young people |  |  | Appl/Int/Ref |
| Experience of working in a team |  |  |
| Experience of communicating with customers/clients |  | ✓ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Skills and knowledge to deal with student safety and behaviour |  |  | Appl/Int/Ref |
| Setting high standards to staff and students by personal example |  |  |
| Ability to work effectively under pressure |  |  |
| Ability to prioritise and meet deadlines |  |  |
| Commitment to continued personal development |  |  |
| Assimilate information quickly and prepare succinct summaries |  |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support |  |  |
| Demonstrate a commitment to equal opportunities |  |  |
| A willingness to relate to the local community |  |  |
| Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing |  |  |
| Good ICT skills | ✓ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ambition for self and others |  |  | Appl/Int/Ref |
| Genuine concern for others |  |  |
| Decisive, determined and self-confident |  |  |
| Integrity, trustworthy, honest and open |  |  |
| Accessible and approachable |  |  |
| Excellent attendance and punctuality |  |  |
| Excellent interpersonal skills |  |  |

Appl = Application form Int = Interview Ref = Reference