

## Job description

Job title		Reading Champion			
Service Area		Highlands Primary School		Function	
Team		Post number			Grade LBR 6 (
Reports to		English Subject Leader			
Responsible for		Securing improved standards of learning and achievement within Reading for identified learners.			
Purpose of job					
Work as a member of school team to support pupils under the direction of the English Subject Leader and class leaders.					
Major duties and responsibilities					
<p><b><i>The successful candidate may be required to work with children across the whole of the primary age range.</i></b> Your duties will vary, but will usually include:-</p> <ul style="list-style-type: none"><li>• Support children across the Primary age range to develop a love of Reading.</li><li>• Plan, resource and lead 1:1 and small group reading interventions across the Primary School age range.</li><li>• Evaluate the impact of reading interventions and maintain records for pupils involved in reading interventions across the school.</li><li>• Provide feedback to class leaders regarding children’s progress with reading during interventions.</li><li>• Support children to develop reading fluency through the application of systematic phonics and developing sight vocabulary.</li><li>• Support children to develop their comprehension skills.</li><li>• Establishing positive relationships with children, encouraging them as independent learners, responding appropriately to their needs.</li><li>• Contributing to the development and progress of individual children</li><li>• Attending to children’s personal needs, including health, physical hygiene, first aid and welfare matters, including changing and cleaning children as necessary.</li><li>• Sharing in the responsibility for safeguarding, welfare and health and safety of all children in the context of the school Health and Safety Policy.</li><li>• Contributing to the development of a stimulating learning environment in order to develop the intellectual, social, emotional and physical development of all the children.</li><li>• Working closely with the English Subject Leader and class leaders and as a member of the year group team attending weekly planning meetings and planning a suitable curriculum for the children within a flexible framework.</li><li>• Contributing to the assessment of children’s progress through observation and other evidence.</li><li>• Taking responsibility, where appropriate, for organising individual children and groups of children under the direction of the class teacher.</li><li>• Attending relevant whole school staff meetings and CPL sessions.</li><li>• Attending courses that may be appropriate to further professional learning and knowledge of current developments.</li><li>• Taking part in the day-to-day care and maintenance of all equipment.</li><li>• Taking part in daily planning, preparation and clearing up of the classroom and any outside areas, including the toilet areas.</li><li>• Helping to promote good home/school partnerships.</li><li>• Welcoming children, parents, other staff and professionals in a professional manner.</li><li>• Undertake any other reasonable duties that may be requested by either the class leader, the Team Leader, Learning Leader or the Head Learning Leader.</li></ul> <p>The council operates a non-smoking policy.</p>					

### Person specification

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<i>Method of candidate assessment: A = Application Form    I = Interview    T = Test</i> <i>Weighting: 3 = most important, 1 = least important</i>					
Selection Criteria				A - I - T	Weighting
Education and Qualifications:					
Good standard of literacy and numeracy, preferably with Maths and English GCSE (Grade A – C) or equivalent				A	3
A current first aid certificate, or willingness to train.				A I	2
Experience:					
Experience of communicating effectively with staff, children and parents.				A I T	3
Experience of working with primary age children.				A I	2
Experience of working in close co-operation with individuals and as part of a team.				A I	2
Experience of organising time and resources.				A I	3
Skills:					
Evidence of having worked independently using initiative.				A I	2
Able to maintain confidentiality and to be aware of issues or situations and connect into the relevant part of the organisation.				I	3
Knowledge:					
A sound knowledge of child development.				A I	3
A clear understanding of Health and Safety and welfare issues				A I	3