



# Inspire

ACADEMY  
MOVEMENT

## TRUST ACCELERATED READER ADMINISTRATOR

### Job Description

**Salary:** KR5 (FTE £24,040 per annum, pro rata £15,647.88 for 4 days per week (28 hours))

**Working Hours:** 28 hours per week including inset days, term time only

**This role is a Trust role, working across the Trust within all four schools**

Reports to: School Improvement Advisor

### Purpose of the job:

To collaborate with class teachers, the headteachers/Head of Schools and SLT to successfully lead, organise and deliver Accelerated Reader (AR) and STAR tests across the Trust.

### Key duties and responsibilities:

- To complete the initial set-up and then management of AR system and STAR testing – updating pupil information, importing data from the school management information system, maintaining changes with dates/children's data and setting up new pupils.
- To train all staff to use AR and STAR data effectively through: leading meetings, attending relevant AR update sessions, training new members of staff and identifying improvements that can be made to processes and retraining staff as required.
- To organise and administer STAR tests across the schools including: ensuring tests are undertaken in a timely manner, investigating missing data/anomalies, identifying improvements that can be made to processes, producing and sharing relevant reports on this data with class teachers and LSAs, supporting staff to understand this data and putting in place appropriate actions to address concerns with this.
- To use data to develop targets for each child using AR and ensure that these are shared with children and staff and regularly monitored.
- To support children – understanding the AR system, completing quizzes, understanding their targets, choosing appropriate books and delivering assemblies.
- To be responsible library organisations – maintaining and ordering stock, labelling, maintaining systems, organising displays, managing the borrowing and returning of books and running competitions/incentives/events to engage pupils in reading.
- To produce 'Instructional Planning Reports' and share these with class teachers and LSAs, supporting them with developing planning for class teaching and individual/group interventions to ensure pupil progress.
- To keep the Headteachers and Senior Leadership Teams informed of progress and concerns by sharing data, collating assessments, producing reports and attending meetings as required.

- To support parents to understand AR and how children can use this by hosing parent workshops, writing letters and communication with parents as necessary.
- To liaise and produce evidence and information for the SENCo using the AR/STAR data to support meetings with parents and outside agencies and the development of provision plans.
- In addition, all members of the school community are expect to display a commitment to child protection and safeguarding. Report to the headteachers any behaviour by colleagues, parents and children who raises concern.
- Comply with policies and procedures relating to child protection, health and safety security, confidentially and data protection, reporting all concerns to an appropriate person.

This job description is not exhaustive and you may be required to undertake other activities of a similar nature that fall within your capabilities as directed by the Headteacher or CEO.

