

NORTHFLEET SCHOOL FOR GIRLS CO-OPERATIVE LEARNING TRUST

JOB DESCRIPTION

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|--------------------------------|--------------------------------------|--------------------|
| Post: | Student Reading Co-ordinator | |
| Line Manager: | School Literacy Leader | |
| Post Level & Grade: | Kent Scheme KR6 – 37 hours per week. | |
| | Monday to Thursday | 8.00 am to 4.00 pm |
| | Friday | 8.00 am to 3.30 pm |

Main (Core) Duties:

Student reading ages are a vital part of academic development with a direct impact on future attainment. This role aims through the following areas to ensure that all students read at their chronological reading age as far as absolutely possible. This is achieved through:

- Supervising student reading lessons and targeted interventions
- Providing administrative support for the smooth running of the Accelerated Reader provision
- Running an exciting, vibrant and well organised library

Supervise student reading lessons and targeted interventions

- Supervise Year 7-9 Reading lessons, ensuring all students are reading appropriate books.
- Hear individual students read based on a caseload identified with the Literacy Leader
- Ensure students complete to the best of their ability all accelerated reader tests
- Work with the Literacy Leader to identify students who would benefit from targeted interventions (except those at the DSEN reading level). Explore and deliver groups as appropriate
- Liaise closely with the SENCO on students who meet the special needs reading threshold. Work closely to ensure DSEN reading interventions dovetail effectively with library/AR provisions
- Encourage students through the use of praise, rewards and competitions to continue reading their books at home/outside lessons
- Support silent reading during base time where applicable

Administrative support for accelerated reader

- Provide administrative support to 'set up' accelerated reader, including inputting student data and other associated information
- Administer AR tests and produce data as required for further development

- Provide AR data information for the Literacy Leader, teachers and SLT as required
- Monitor student reading ages closely, producing reading age reports showing improvements where applicable
- Identify students who are not making the required progress and liaise with the SENCO and Literacy Leader on appropriate actions
- Deliver reading improvement actions for targeted students within the AR/Library remit (i.e. not students identified at the DSEN reading level)

An exciting, vibrant and well organised library

- Create a vibrant and welcoming environment within the library area. Ensure the library encourages reading and is a place students want to be in
- Regularly stock take the library and review provision. Liaise with the Headteacher on bids for new books. Work with students and the Literacy Leader to provide aspirational books that engage students
- Work with the Literacy Leader in developing reading competitions and activities to encourage and celebrate reading
- Work with wider staff to provide books which encourage reading across the curriculum
- Ensure there are effective systems for check in/out of books and monitoring usage. Where possible develop the use of student leadership in the administration and development
- Promote the love of reading through school wide displays, with the support of the Media and Display leader
- Engage with parents to encourage reading for pleasure at home
- Track student usage of books and produce reports as appropriate

Other duties

- Providing a positive role model for students promoting and supporting positive relationships and behaviour between students and staff.
- Taking responsibility for own professional learning, reflecting on personal practice having a creative, constructive and critical approach to innovation and the ability to adapt practice where benefits and improvements are identified.
- Promoting the school ethos and activities of the school with students, parents and the community.
- To actively participate in appropriate meetings with parents, colleagues and others relative to role to ensure that students make progress.
- To attend the Year 7 prospective open evening, induction evening and Y7 settling in evening, promoting effective reading. Time is traded against training days for these events.
- To undertake any other duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Knowledge, Skills & Personal Qualities:

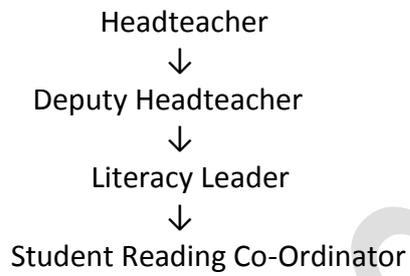
| Essential | Desirable |
|--|---|
| Experience of working with young people | Experience of reading development programmes |
| Patience and good humour | Experience of working in a library or similar provision |
| Strong literacy skills | |
| Excellent team player | |
| ICT competent | |
| Able to enthuse and motivate | |
| Able to manage time and workload effectively | |
| Able to act and be seen as a figure head for larger groups of students | |
| Excellent communication skills, both written and oral | |

Personal Qualities:

1. To be a good role model for behaviours and attitudes with a sense of humour and empathy for children.
2. To be able to encourage independence of self; consider support and contribution of others both as people, groups, communities and environments.

3. Awareness of the responsibilities for safeguarding students in their learning environment.
4. An ability to assess how your work contributes to the whole school picture.

Organisation:



Signed (Post Holder): _____ Date: _____

Signed (Line Manager): _____ Date: _____

May 2020