**READING INTERVENTION ASSISTANT**

**Job Description**

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| **Job Purpose** |
| To work with teachers to support the development of a reading culture within the school, with a particular focus on KS3 learners |
| **Major Tasks** |
| * To provide opportunities for students to explore their reading habits, and to give guidance on how pupils can challenge themselves further in their reading * To promote reading through visual displays and examples of suitable reading materials. * To liaise with members of the English Department to identify pupils who require additional support with reading. * To support the Department with the resourcing of book shelves- to create a stock of books that support pupils with the development of their cultural capital. * To support the Head of Department in creating opportunities for reading Interventions * To work with the school to provide a library service, on a weekly basis, before and after school * To provide incentives and reward systems to encourage pupils to read more, and to read more challenging material. * To work with the Department in their participation in book fairs and book competitions. |
| **Contacts & Relationships** |
| * .with students and staff |
| **Creativity** |
| * Updating knowledge of new books by major authors, trends and purchasing these books, together with any other new fiction and non-fiction books as required. * Ordering books covers, sticky backed plastic, stickers, tickets and ticket holders as needed to prepare new books and maintain current stock. * Covering and preparing new books. |
| **Decisions** |
| * Providing incentives and reward systems to encourage pupils to read more. |
| **Management & Supervision** |
| * No management and supervisory responsibilities |
| **Supervision Received** |
| * Responsible Head of English |
| **Complexity** |
| Fully supported by the English Department |
| **Resources** |
| * To maintain stock of books |
| **Impact** |
| * Supports students to encourage new readers and inspire regular readers |
| **Physical Demands** |
| * There are very few physical demands associated with this position. |
| **Working Environment** |
| * Designated area close to the English Department. In the main this post works in an environmental equivalent to an office in terms of heat, ventilation and lighting |
| **Emotional Context** |
| * Emotional strain or distress this role is expected to face would be limited * The role may be required to hear safeguarding disclosures from pupils. These will be referred to the DSL to deal with. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Very good numeracy/literacy skills * Qualified HLTA or School Librarian preferable |
| **Experience** | * Previous work with children advantageous but full training provided |
| **Knowledge** | * Understanding of how pupils can challenge themselves further in their reading |
| **Skills** | * Good communication skills. Ability to run efficient systems |
| **Personal style & behaviours** | * Able to deal with children * Organisation * Good sense of humour |
| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.  The postholder:   * Can understand with ease virtually everything heard or read. * Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.   Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations. |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | ✓ |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity | ✓ |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>