



A M E S B U R Y

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**Reading Assistant**  
**September 2025 start**

Dear Prospective Applicant,

Strong literacy skills are fundamental to unlocking lifelong learning and employment opportunities for all children. At Amesbury, we believe that fostering a love of reading and literacy is at the heart of educational success. We are currently seeking a dedicated and passionate Reading Assistant who will play an important role in our academic community, inspiring our students to love reading and supporting their literacy development.

A great Reading Assistant at Amesbury is one who supports literacy across our school community, promoting reading for pleasure, creative writing, effective communication and a curiosity for language. We recognise the importance of balancing academic rigour with fostering a genuine passion for reading and literature.

The position involves not only supporting effective literacy development and encouraging reading progress but also assisting in our vibrant library for Years 3-8, a busy hub for learning and creativity, and helping to run literacy-related activities.

Amesbury Prep School, nestled in the beautiful countryside near Hindhead, Surrey, is a vibrant co-educational preparatory school catering to approximately 330 children aged between 9 months and 13 years. Our school prides itself on providing a friendly and inclusive environment where staff members embody a 'work hard, play hard' ethos. While we strive for excellence and embrace healthy competition in our educational endeavours, we also uphold values of compassion, inclusivity, and social responsibility.

At Amesbury, we are committed to embracing digital tools to enhance education. We encourage all staff members to demonstrate competence and a willingness to develop their digital skills, integrating them effectively into teaching, learning and administrative activities aligned with their role.

We are looking for a Reading Assistant who sees their role extending beyond the classroom, actively engaging with the school community. This will be a part-time role, working 8am to 1pm, Monday to Friday.

If you are passionate about fostering a love of reading and literacy and share our commitment to providing a holistic and enriching learning experience for our students, we warmly invite you to apply for this exciting opportunity. An application form can be found at [Careers - Amesbury School](#)



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### **Job Description**

#### **Part time 8.00am-1.00pm Monday to Friday Term Time**

#### **School Aims**

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported and empowered to reach their full potential. Specifically, our goals include:

1. Equipping every child with the skills, aptitudes and resilience necessary for success in senior school and beyond.
2. Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance and compassion.
3. Fostering strong partnerships between home and school to enhance the educational experience.
4. Setting a high standard of achievement and innovation, while nurturing personal development among staff.
5. Fulfilling our social and environmental responsibilities to society.

#### **Purpose**

The Reading Assistant plays an important role at Amesbury in helping to foster a love of literacy and enjoyment of reading and supporting the academic life of the school from Year 3 to Year 8 (Prep Department).

#### **Specific Responsibilities**

- Help to ensure progression in reading skills throughout Years 3-5 (and older pupils identified by the Head of English) through the bespoke 1:1 reading programme.
- Actively listen to specific children read, providing encouragement and productive feedback.
- Work as part of a small team of reading assistants to ensure appropriate reading provision.
- Efficiently help to manage reading materials, including books, periodicals and comprehension resources.
- Assist in accurately assessing pupil reading ability in liaison with class/English teachers to provide engaging reading material at the appropriate level.
- Work to maintain timely and targeted communication with parents through reading records.
- Help to monitor pupil progress in reading and literacy, providing feedback to class and English teachers and the Head of English.
- Be alert to specific pupil needs related to reading and promptly pass on observations to class/English teachers.
- Help to organise, promote and maintain library books and resources.



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- Provide guidance to pupils and staff on reading material.
- Work to promote reading and a love of literacy through literary events, author visits and enrichment clubs.
- Ensure the library is a place where pupils can extend their creativity and imagination.
- Carry out supervisory duties at break and lunchtime, as required.

### **Qualifications and Skills**

- A child-centred passion for literature, reading and literacy.
- Experience working with children aged 7-13 years.
- A desire to help pupils achieve their potential.
- Strong organisational, collaborative and communication skills.
- An understanding of the teaching of phonics and how to support the steps of reading.
- An understanding of SEND and the strategies/resources which enable access to learning.
- Familiarity with library management systems and technology.
- Experience running enrichment activities (e.g., book clubs) to further promote literacy.
- GCSEs in English and Maths (essential).

### **Person Specification**

As a Reading Assistant, you will ideally:

1. Possess excellent verbal and digital communication skills to effectively represent our school to parents, staff and pupils.
2. Demonstrate empathy, understanding and patience in interactions with pupils, parents and staff, fostering a supportive and nurturing environment.
3. Work well both independently and collaboratively, fostering a spirit of teamwork and cooperation among colleagues and reading assistants.
4. Adapt your approach to meet the needs of different pupils and various situations, ensuring tailored support for individual reading and literacy development.
5. Exhibit exceptional time management and organisational skills to help to maintain the library, reading programmes and associated activities efficiently.
6. Have a good knowledge of children's literature and literacy development, inspiring a passion for reading and learning among pupils.
7. Make positive and comprehensive contributions to the wider school community, participating in events, literary activities and enrichment programmes.



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8. Display keen pastoral intuition, understanding the diverse needs of pupils and providing appropriate support to foster their growth and development.
9. Embrace and embody the ethos and values of the school, maintaining the highest standards of professional conduct and promoting a culture of respect and inclusivity.
10. Approach your work with professionalism, enthusiasm and pride, consistently striving for excellence in your role and inspiring others through your dedication to literacy and education.

### **Child Protection/Safeguarding**

Amesbury is dedicated to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and undergo enhanced DBS checks.

If you require any further information or wish to discuss the role in more detail, please do not hesitate to contact me. We look forward to welcoming a dynamic and passionate individual to our team.

Warm regards,

Gavin Franklin