



# **Harrow High School**

## **Teaching Assistant, Reading Tutor**

### **Job Description & Personal Specification**

**Salary:** £ 18, 290 pro rata  
**Responsible to:** Literacy Coordinator  
**Application Deadline:** 30th June, 12 noon  
**Interviews :** Wk beginning 30th June  
**Duration of role:** September '25 - July '26 (Term time only)

#### **Purpose of Role**

To deliver Lexia and other reading interventions in Key Stages 3 and 4, supporting pupils with low reading ages or literacy difficulties. The role involves monitoring progress, motivating learners, and working with the Literacy Coordinator to ensure literacy support is effective.

#### **Key Tasks:**

- \*Deliver Lexia & other reading interventions to small groups of learners.
- \*Monitor pupil usage and progress through Lexia's online reporting tools.
- \*Support pupils in building confidence and a positive attitude to reading.
- \*Liaise with literacy coordinator to implement support strategies.
- \*Maintain accurate records of sessions, pupil engagement, and outcomes.
- \*Adjust sessions to meet individual learning needs, using Lexia data to inform delivery.
- \*Create a supportive, inclusive environment where all pupils feel encouraged to succeed.
- \*Undertake relevant training and participate in professional development related to lexia and reading support more generally.
- \*Complete other LSA duties including supporting students with a range of SEND

## Responsibilities:

- \*Ensure pupils progress within Lexia groups is maximised.
- \*Monitor and respond to pupils' progress alerts, ensuring appropriate challenge and support.
- \*Work using initiative to manage groups and time efficiently.
- \*Promote the school's ethos of inclusion and high expectations.
- \*Communicate with pupils, pastoral staff and parents where required.
- \*Uphold safeguarding policies and procedures at all times.

## Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"><li>● Experience working with young people in an educational context</li><li>● Familiarity with reading intervention programmes like Lexia.</li><li>● Good A levels or Level 3 BTEC</li><li>● GCSEs in English &amp; Maths at Grade 6 (B) or above.</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>● Strong literacy skills and confidence using digital tools</li><li>● Ability to motivate and engage reluctant readers</li><li>● Ability to track and respond to pupil progress using online tools</li><li>● Strong communication skills with pupils and staff</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>● An unwavering commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>● Excellent expectations for all learner's attainment and progress</li><li>● Enthusiastic and committed to improving pupil outcomes</li><li>● Willingness to undertake training and develop professionally</li><li>● Calm, patient, and consistent approach to supporting learning</li><li>● Commitment to maintaining confidentiality at all times</li><li>● Dedication to safeguarding and equality</li></ul>

## Other Specific Duties

- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description

The job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

**How to Apply:**

Please submit a written application of no more than two pages, outlining your reasons for interest in this role, with clear reference to the job description provided. Kindly send your application to [recruitment@harrowhigh.com](mailto:recruitment@harrowhigh.com) by Monday 30th June 2025, 12 noon.