



Job Description

Reading Assistant

Grade: JG2

Line Manager: Lead for English

Other Stakeholders:

- Headteacher/Head of School
- School Staff

Responsible for: N/A

CONTEXT

It is expected that all staff agree with, abide by and promote the aims and objectives of the School within which they work and the Clevedon Learning Trust (CLT).

The Trust's vision statement is: Children, Choice, Collaboration

Yeo Moor's vision statement is under review and at the moment is as follows;

- To be an inspirational and dynamic learning community.
- To provide a special place, full of learning, laughter and friendship where all children are happy, safe and valued.
- To create an enthusiasm for continuous improvement and a love of learning that lasts a lifetime.
- To develop successful, caring and confident citizens of the future, thriving on challenge with a passion for excellence.
- To be a school that we are very proud of

Staff are expected to interact on a professional level with all stakeholders and to abide with the CLT's Code of Conduct.

ROLE OVERVIEW

The role of the reading assistant is to work alongside individual pupils on a frequent and regular basis within a simple programme of work designed to improve reading confidence, reading fluency and reading comprehension.

MAIN DUTIES

Support children as they practise and develop their reading skills

- Listen to children read on a 1-2-1 basis
- Give prompts and use simple questions to support the development of reading fluency and reading comprehension.

Health and safety

- Act in accordance with the Trust and school policies on health and safety and safeguarding.
- Be proactive about health and safety

Liaise with other staff and keep records

- Talk to class teachers about the reading of each child
- Receive training and support from the line manager

- Keep reading records up to date
- Support the monitoring of children's reading diaries

DATA PROTECTION AND SAFEGUARDING

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

GENERAL

- The post-holder will be expected to undertake any appropriate training provided by the CLT to assist them in carrying out any of the above duties
- The post holder will have access to confidential and sensitive information in the course of their duties and must maintain the confidentiality and security of such information at all times
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. [https://www.gov.uk/government/collections/dbs-filtering-guidance`](https://www.gov.uk/government/collections/dbs-filtering-guidance)

NOTES

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The CLT will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION – Reading Assistant

AREA	ESSENTIAL	DESIRABLE
Education/Qualifications	A good level of general education with qualifications that demonstrate a competency in basic literacy; for example, GCSE English Language or near equivalent.	Evidence of very strong literacy skills reflected in high grades at GCSE (or equivalent) or qualifications at a higher level. Evidence of success in education.
Experience & Knowledge	Some experience of children	Experience of working with children in a professional setting such as schools, nursery or child care provision.
Skills and Abilities	Patient Ability to enable children to feel at ease Enjoys reading Good communication and interpersonal skills	Experience of teaching reading as an LSA or a Teacher
Behaviours	Commitment to promoting the ethos and values of the school/Trust and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. Professional and approachable.	Literature enthusiast
Other	Able to display an awareness, understanding and commitment to the protection and safeguarding of children Commitment to maintaining confidentiality at all times.	Experience of working in a school setting and operated within a safeguarding policy framework.

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