



Reading Leader

Riverside Primary School Job description and employee specifications

Employment details

Job title:	Reading Leader
Reports to (job title):	Headteacher and Governors
Level and scale point / Allowance:	UP3 and TLR1

Main duties/responsibilities

Purpose
This post offers an exciting opportunity to join our Riverside family. We are looking for an individual with a genuine passion to make every child a fluent reader with a love of reading.
We are seeking to appoint an inspirational, highly skilled teacher who will work closely with the Assistant Head to accelerate progress and overcome the loss of learning that our children have experienced in reading.
The successful candidate would need to develop, lead and improve the quality of reading instruction throughout the school from EYFS upwards thus ensuring a consistent approach in every class.
In addition, they would be expected to carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head.
Teaching of RWI
To co-ordinate and manage the arrangements for Read Write Inc. and reading across the school.
Model high quality lessons for RWI and cover as is necessary.
Provide rigorous on-going support, to ensure all children learn to read.
Teach any child to read regardless of age, background or need
Keep up-to-date with developments in teaching and learning within the sector and inform others as appropriate.
Liaise with the SLT regularly regarding Read Write Inc. and literacy lessons.

Training and Leadership of RWI
Attend and contribute effectively to leadership meetings as required, and report back to other staff when necessary.
Provide excellent training on Read Write Inc. programmes.
Provide a high standard of training, keeping up with the latest online training
Make the best use of practice and coaching to improve your teaching and tutoring
Galvanise leaders and staff to focus on their lowest 20% readers, challenging them to keep up all pupils from the very beginning.
To liaise with the Headteacher and Literacy Co-ordinator regularly regarding Read Write Inc. and Literacy lessons
Assessment of RWI
Improve outcomes and ensure that the aspirational targets are met as a direct result of their role.
To manage and lead the assessment of all Read Write Inc. children
To conduct and supervise the completion of pre and post assessments for children
Take responsibility for the organisation and administration of assessment in reading, ensuring that statutory requirements are met and school procedures are followed.
Collate assessment information in conjunction with the Headteacher and other relevant members of staff.
Assess and report on the school's performance in relation to local and national results, and the school's own targets.
Contribute to the monitoring, analysing and reviewing of the effectiveness of policies, priorities and targets, in light of assessment data.
Ensure appropriate strategies are implemented in reading to address areas for improvement highlighted by assessment data.
Reading and Literacy
To co-ordinate school-wide reading intervention and literacy programs in Foundation Stage.
<u>Key Stage 1 and Key Stage 2</u>
To lead regularly scheduled staff INSETS/meetings regarding reading instruction and early literacy skills.
In conjunction with the Assistant Head and SENDCO, assess and screen children's reading needs and provide appropriate intervention strategies.
To work with staff and parents to facilitate parent and child interactive literacy activities.

To consult with parents and teachers to recommend at-home strategies to improve reading skills.
To conduct assessments to determine student reading levels
To work one-to-one with students who are having reading difficulties.
To contribute to the planning of Book Week
In conjunction with the literacy leader, produce an evaluative report termly on reading throughout the school and the Read Write Inc. programme.
Discuss the progress of children based on assessment evidence and make recommendations for the future.
Reading for pleasure
To ensure children are provided with high quality and engaging reading areas in class and throughout the school
Other
Undertake tasks related to the day-to-day administration and organisation of reading, as requested by the Headteacher.
Establish and maintain positive relationships with other staff, parents, governors and other relevant members of the school community.
Undergo appropriate training opportunities to promote professional effectiveness in the role.
To encourage children to enjoy reading and actively seek out opportunities to promote this through the arts and cultural experiences.

Person specification – Reading Leader

	Essential	Desirable
Qualifications and training	The successful candidate will: • Have qualified teacher status. • Have an enhanced DBS and barred list check.	• Evidence of further personal study or professional development.
Experience	The successful candidate will: • Be a proven outstanding literacy teacher • Teaching at the primary phase, displaying exemplary practice. • Leading or managing other staff members in a school environment. • Managing, monitoring and evaluating the quality of teaching and learning. • Contributing to whole-school self-evaluation. • Assisting in developing school policies. • Effectively supporting pupil wellbeing and behaviour. • Appropriate and effective target setting. • Working with pupils of all abilities, including those who are more able and those with SEND and medical conditions. • Utilising a range of assessment procedures.	In addition, the successful candidate may have experience of: • Working with outside agencies, e.g. other schools. • Organising and/or delivering staff training. • Using data analysis of assessment data to raise standards of achievement.

Knowledge and skills	The successful candidate will: • Be able to engage and motivate children, staff and parents • Be an excellent communicator - orally and in writing • Be able to plan prioritise work • Be committed to personal and professional development The successful candidate will have the ability to: • Demonstrate leadership qualities by leading, motivating and working effectively with other members of staff. • Create a stimulating, challenging and purposeful learning environment. • Contribute towards strategies that aim to support the development of the school. • Communicate effectively using a range of different methods. • Teach using a wide range of strategies that meet differing learning styles and the needs of all pupils. • Raise standards of achievement. • Effectively deploy and utilise resources. The successful candidate will have up-to-date knowledge, or an understanding, of: • Current developments in the education sector and primary education. • Managing, planning, assessment and record- keeping, and how these can affect pupil outcomes. • School policies and procedures in general.	The school would also like the successful candidate to: • Be able to analyse and interpret assessment data, and suggest and implement changes based on this data. • Display strategic management skills • Be able to maximise the potential of all staff.
------------------------------------	--	--

Personal qualities	The successful candidate will have: • An excellent attendance and punctuality record. • The ability to develop and maintain positive relationships with colleagues and other members of the school community. • The ability to manage and resolve conflict. • Excellent time management skills and organisation. • High expectations of self and professional standards. • The ability to work independently and as part of a team. • High levels of drive, energy, and integrity. • A commitment to promoting equality of opportunity. • A flexible attitude. The successful candidate will be: • Committed to the value and promotion of reading. • Dedicated to promoting their professional development and that of others. • Committed to contributing to the wider school and its community. • Professionally assertive and clear-thinking.	
----------------------------------	--	--