

Job Description

Job title: Reading Intervention Tutor

Main purpose of job:

To support the reading skills and progress of students throughout Key Stages 3 and 4.

Department: English

Location: Plume Academy

Position reports to: Associate Assistant Headteacher

Position is responsible for: N/A

Length of contract: Full-time or part-time term, term-time only.

Salary: £20-£30/hour (dependent on experience)

Key Responsibilities and Accountabilities

Main Duties:

- To deliver reading intervention activities on a one-to-one or small group basis.
- To plan and deliver lessons that enable individual and small groups of students to develop reading skills and overcome barriers to reading
- To monitor student progress through testing, recording data, and sharing this with the literacy coordinator and AAHT in charge of whole academy reading.
- To report back on student behaviour and progress, as appropriate, to the literacy coordinator.
- To register students during their timetabled intervention sessions.
- To be aware of any behavioural difficulties and any special requirements/needs a student may have.
- To offer advice and help students to encourage the enjoyment of reading.

Support for Home/School Links:

- To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for attendance and learning, maintaining sensitivity and confidentiality at all times.

Other

- To promote and safeguard the welfare of all children and young persons you are responsible for or come into contact with.
- To be aware of and comply with policies and procedures.
- To attend and participate in relevant meetings as required.
- To participate in training and personal development as required.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake other similar duties as required.

Whole School

- Contributing to extra-curricular activities
- Participating in whole academy planning and developments through working parties and groups.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the academy's equal opportunities policy

The duties and tasks outlined above are not intended to be exhaustive and other duties may be required from time to time by the principal and in accordance with the operational needs of the academy.

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification

Qualifications and Experience	Essential	Desirable
Has qualified teacher status		✓
Be educated to degree level	✓	
A genuine commitment to students and high expectations for their progress and welfare	✓	
A commitment to the pursuit of high standards in all aspects of the life and work of the academy	✓	
A personal presence and confidence; warmth and sensitivity	✓	
An openness and sensitivity to staff, students, and parents/carers	✓	
A commitment to working proactively with students, parents/carers, trustees and other partners in the learning process	✓	
A commitment to recognising and valuing the achievements of all members of the academy community	✓	
A proven ability to work as a team member	✓	
A commitment to equality of opportunity	✓	
Evidence of further study and continuing professional development		✓
Knowledge, Skills and Abilities	Essential	Desirable
Able to confidently deliver lessons to learners of all abilities	✓	
Able to communicate effectively, both orally and in writing	✓	
Able to build and maintain effective relationships at all levels that encourage collaborative working	✓	
Strong planning and organisational skills including the ability to prioritise, multitask and meet deadlines	✓	
Proficient in Microsoft Office (PowerPoint/word/excel spreadsheets)	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Open communicator with a welcoming disposition	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	✓	
A creative and imaginative thinker who can identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	