

Job Description

Reading and Phonics Lead



Job Category: Educational Support Staff
Reports to: Deputy Headteacher (Quality of education)
Line manages: N/A

Purpose of the Role

The successful employee will have the opportunity to shape the future of early reading provision across the school, with a particular focus on the effective delivery of RWI Phonics throughout all year groups and pathways. They will be responsible for the co-ordination, organisation and high-quality implementation of all reading and phonics programmes.

Key Duties and Responsibilities

- Develop a structured and sequential whole-school early reading and phonics curriculum, ensuring appropriate challenge, consistency and progression of skills across all year groups.
- Lead and support the delivery of the RWI Phonics programme, working closely with teachers and support staff to ensure fidelity to the scheme and high-quality daily practice.
- Provide training, coaching and modelling to staff to strengthen subject knowledge, teaching strategies and assessment within reading and phonics.
- Produce an annual development plan outlining priorities for improving early reading, phonics outcomes and the wider reading culture across the school.
- Implement systems for monitoring and evaluating reading provision, including regular assessment, tracking of pupil progress and quality assurance of delivery with fidelity to the RWI scheme.
- Ensure effective organisation of resources, including reading books, RWI materials and assessment tools, maintaining systems for their distribution, storage and replenishment.
- Oversee interventions and targeted support, ensuring pupils who need additional help with reading or phonics receive timely, well-matched provision.
- Build a portfolio of evidence demonstrating the impact of reading and phonics initiatives, showcasing improvements in pupil outcomes and engagement.
- Adapt and develop the role in line with the vision and expectations of the Headteacher and the Trust (C.I.T), demonstrating flexibility, initiative and commitment to continuous improvement.
- Undertake other duties as reasonably required to support the effective leadership of reading and phonics across the school.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.