



Raising Achievement Assistant (Reading Intervention Lead) (GR3C)

JOB DESCRIPTION

Queensbridge School
Queensbridge Road, Moseley, Birmingham B13 8QB

PURPOSE

To identify pupils in greatest need of reading interventions and coordinate, deliver and evaluate programmes to enable them to make rapid progress so that they are able to access the curriculum.

KEY DUTIES AND RESPONSIBILITIES

- Plan and maintain a schedule of reading assessments to accurately determine pupils' current reading ages.
- Coordinate with the Examinations Officer to arrange and book reading tests.
- Liaise with teaching staff, including the Head of English, to organise appropriate times for reading assessments.
- Analyse reading test data to identify pupils performing below age-related expectations.
- Identify students requiring targeted reading interventions to support access to the wider curriculum.
- Stay informed on current research and best practices in reading intervention strategies and programmes.
- Collaborate with the Deputy Headteacher, SENDCO, and EAL Lead to select the most suitable intervention programmes for individual pupils.
- Ensure staff delivering reading interventions are well-trained and equipped with the necessary resources.
- Organise and oversee 9-week intervention cycles, including monitoring and evaluating their effectiveness.
- Work with the Data Manager to ensure that the reading ages are accurately recorded on the school MIS and can be analysed appropriately.

- Lead regular meetings with key staff involved in interventions to review pupil progress and plan subsequent intervention cycles.
- Promote and celebrate pupil success in reading interventions across the school community.
- Keep relevant staff updated with information about pupils with the lowest reading ages to support classroom strategies and planning.

GENERAL

- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Be pro-active about developing your ability to support groups of focus pupils and individual pupils in lessons.
- Attend relevant staff meetings and actively participate in discussions around SEND. Collate materials that are distributed that can support your ongoing professional development around the full range of SEND needs.
- Engage with our Provision Mapping system and contribute to the regular updating of the QB Learning Profiles. This will enable a better understanding of key strategies and reasonable adjustments to support our pupils with SEND.
- To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

SAFEGUARDING

- The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in school.
- Utilise the 'My Concern' system for recording safeguarding concerns and logging actions taken.

Responsible to: SENDCO

Person Specification

Raising Achievement Assistant (Reading Intervention Lead)

A = Application process I = Interview O = Observation T = Task

Education and Training	Method of assessment
GCSEs (or equivalent) including at least a Grade 4 (previously Grade C) in English and Maths.	A
<i>Level 3 qualification or higher (desirable).</i>	A
Experience and Skills	
Working with children or young people	A/I
Working in a school environment or other educational setting	A/I
<i>Experience of leading or delivering reading interventions (desirable)</i>	A/I
Good oral and written communication skills	A/I
Competent use of IT packages including word processing, spreadsheets and school MIS systems	A/T
Ability to interpret and analyse reading data to identify pupils for intervention and evaluate effectiveness of interventions.	T
Excellent literacy and numeracy skills	A
Good organisational skills	A
Ability to plan, organise and prioritise to meet deadlines	A/I
Ability to build effective working relationships with pupils and adults, working collaboratively to raise the achievement of pupils	O
Knowledge of how to help adapt and deliver support to meet individual needs	A/I
Knowledge of guidance and requirements around safeguarding children	A/I
Ability to respond quickly and effectively to issues that arise	A/I
Understanding of roles and responsibilities within the classroom and whole school context	A/I
Personal Qualities	
The ability to remain calm in stressful situations and demonstrate resilience	A/I
Enjoyment of working with children and young people	A/I
Ability to use initiative and flexibility in recognition of the fact that schools are busy and dynamic institutions	A/I
Sensitivity and understanding, to help build good relationships with pupils	A/I

A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	A/I
Commitment to safeguarding pupils' wellbeing and equality	A/I
Positive, forward looking and enthusiastic about making a difference	A/I
Capacity to inspire, motivate and challenge children and young people	A/I
Demonstrate suitability to work with children and this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline	A/I

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS and children's barred list check is required for all successful applicants.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY