



Job Description

Post Title:	Reading Assistant
Responsible To:	Deputy Headteacher & Headteacher
Salary:	Level 2 Points 3 to 4 £24,027 to £24,404 pro-rata (£4,128 to £4,193 actual salary)
Hours:	Monday to Friday, 7.5 hours a week (1:40pm to 3:10pm), term time only.

Purpose of the Job:

To work in partnership with class teachers to support the learning of reading.

Main Duties and Responsibilities:

- Reading with individuals or small groups of children under the direction of teaching staff
- Establish positive relationships with pupils
- Promote positive behaviour in line with school policies and help keep pupils on task
- Interact with, and support, pupils according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs
- Liaise with other staff and provide information about pupils as appropriate
- Attend relevant school meetings as required
- To respect confidentiality at all times

General:

- To ensure the safety and well being of all pupils in line with the school's safeguarding procedures
- To undertake any training commensurate with the post
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others

- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.