



Reading Champion

Job Description & Person Specification

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Job Description

Purpose of the Post:	To champion reading at Penrice Academy through reading recovery, supporting the school drive to raise the profile of reading for pleasure. The Reading Champion will lead and develop the new school library making it an engaging and well utilised space and to establish and manage the library systems. The Reading Champion will also support and deliver reading clubs, workshops and/or one-to-one or small group sessions to further develop student reading and literacy. For a qualified teacher the post may also include one-to-one, small group and whole class teaching as well as the development of resources.
Reporting to:	Reading lead and Assistant Headteacher with oversight of Reading
Key Contacts:	Teachers, support staff, students, parents, external agencies
Location:	Based at Penrice Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Hours:	For a support staff post - 37 working hours, 39 working weeks per year (Term-time + 5 days) For a Qualified Teacher – Full time
Salary:	For a support staff post – Grade F1 For a Qualified Teacher – M1

Principal Responsibilities:

- ❖ To run the school library day to day
- ❖ To establish and develop library systems
- ❖ To track, monitor and report on the use of the library
- ❖ To keep up to date with current young adult fiction and reading research
- ❖ To work with local and national book retailers to ensure the library is appropriately stocked
- ❖ To develop links with authors
- ❖ To develop links with the local community and primary schools through the wider use of the library
- ❖ To deliver reading recovery to small groups as part of the reading recovery team (all training provided)
- ❖ To run clubs linked to reading
- ❖ To deliver small group and whole class teaching if holding QTS
- ❖ To establish a professional supportive relationship with the student/s concerned and to encourage acceptance and independence of all students.
- ❖ To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.

- ❖ To encourage students to interact and work co-operatively with others
- ❖ To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all students.
- ❖ To promote students' independence and employ strategies which recognise and reward students' self-reliance in reading.
- ❖ To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively, promoting students' self-control and independence.
- ❖ To deliver other out of school learning activities as agreed by the Academy with contractual bounds.
- ❖ To lead lunch and break time supervision of students in the library
- ❖ To accompany students on educational visits and outings as supervised by the teacher.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust 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.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> ❖ Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude 	<ul style="list-style-type: none"> ❖ Evidence of study after GCSE ❖ Qualification(s) in librarianship, information management or literary subject ❖ NVQ Teaching and Learning ❖ HLTA Status ❖ QTS ❖ Other qualifications, e.g. coaching 	Application Form / Interview
Experience	<ul style="list-style-type: none"> ❖ Previous experience of working with children ❖ Experience of working with groups of people 	<ul style="list-style-type: none"> ❖ Previous experience of working with children in a classroom environment or similar ❖ Experience of teaching groups of students / running group interventions ❖ Experience of monitoring progress ❖ Experience of working with special conditions ❖ Experience of working in a library or a reading centred role 	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> ❖ Good levels of literacy and numeracy ❖ Admin and Organisational skills ❖ High level of oral and written communication skills ❖ Ability to prioritise between different demands and work to deadlines ❖ Ability to work without supervision ❖ ICT Competency 	<ul style="list-style-type: none"> ❖ Knowledge of issues relevant to education and child development ❖ Understanding of SEN ❖ Knowledge of current young adult fiction ❖ Experience of reading recovery programmes 	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> ❖ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ❖ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive 		Application Form / Interview

	working relationships with colleagues ❖ Willingness to be deployed to work with special conditions ❖ A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow in this example ❖ Confident, outgoing, patient, good listening skills, compassionate, self-motivated ❖ A passion for reading		
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Penrice Values and Ethos	<p>Pride - Our students are proud to be part of this community. They take pride in how they present and conduct themselves, and in the quality of work they produce. Our staff take pride in their work with students to develop them both academically and socially.</p> <p>Respect - We are respectful of each other and our beliefs, allowing individuals to grow into their own unique self without fear of prejudice.</p> <p>Success - Students at Penrice are able to feel successful every day, not just through the outstanding academic results they achieve, but through small wins each time progress is made or an obstacle is overcome, knowing that being the best version of themselves is the ultimate quest and the only expectation we have.</p> <div> <div>Pride</div> <div>Respect</div> <div>Success</div> </div>
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SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



CORNWALL EDUCATION LEARNING TRUST