

BATH & NORTH EAST SOMERSET COUNCIL	
JOB DESCRIPTION	
SCHOOL: PRIMARY SCHOOL	
POST TITLE: READING ASSISTANT	GRADE: 2 to 4* * Depending on experience
RESPONSIBLE TO: CLASSROOM TEACHER/DESIGNATED SUPERVISOR	
DATE: 1/9/2025	

1. JOB PURPOSE

To support pupils individually to acquire reading skills that will contribute to their overall literacy development. There may also be an occasional requirement to assist with meeting the welfare and/or personal needs of pupils.

2. MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

- To provide continuous and systematic reading opportunities for individual pupils.
- To consult frequently with the classroom teachers/designated supervisor on matters relating to reading instruction.
- To promote interest in reading.
- To carry out and maintain routine filing or other record keeping requirements associated with classroom pupil records.
- To maintain resources relevant to the post.
- To conduct assessments to determine reading levels.
- To assist teaching staff or teaching assistants where required, to meet the welfare or personal needs of pupils, e.g. making arrangements for the care of pupils who are unwell.
- The post-holder will also be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.

Support for Teachers

- The post-holder will provide valuable support to the teaching staff by undertaking dedicated reading support in order to improve significantly the reading skills of identified pupils.
- The post-holder will receive general direction and continual training from the Reading Leader/designated supervisor. The Reading Leader/designated supervisor will organise the post-holder's work to meet set procedures and timetabling requirements.
- The nature of the work will normally be well defined and require limited interpretation. Issues to be raised with the Reading Leader /designated supervisor or class teacher.
- The post involves working on a one-to-one basis with identified pupils, and with teaching staff and teaching assistants.

3. QUALIFICATIONS AND EXPERIENCE

Essential

A minimum of 3 GCSE passes at Grade C or above or equivalent including with proficiency in literacy and numeracy.

All applicants must have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and able to show an interest in children's development and in a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

An understanding and use of technology i.e. computer, video, photocopier.

Desirable

A willingness to undertake a recognised/relevant training and/or qualifications for this role.

Experience of supporting children with Read Write Inc.

Appropriate knowledge of general first aid.

4. Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

5. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

6. General

The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The postholder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure & Barring Service (DBS) Certificate is required for this post prior to commencement