



WEST HATCH HIGH SCHOOL

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Academy, 1557 pupils, including 325 in Sixth Form

Headteacher: Mrs V. Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Reading Intervention Tutor/Library Assistant

Required ASAP

34 hours per week (Monday to Wednesday 8.30am to 3.30pm, Thursday and Friday 8.15am to 4pm)

39 weeks per year (Includes one week CPD)

Scale 5, points 9 - 12 - £26,409 - £27,711 + £1013 Fringe

Actual Salary £21,603 - £22,629

Part time applications will be considered

We are looking to appoint an enthusiastic person to help with the day to day running of the school library, working closely with staff and pupils as well as delivering Reading intervention sessions to small groups of students to support their learning needs. The post requires self-confidence, common sense, sound organisational skills, flexibility, initiative and good interpersonal and IT skills.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

If you require additional information please contact recruitment@westhatch.net

Closing date: Monday 20th January 2025 at 9am

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged



JOB DESCRIPTION:	Reading Intervention Tutor/Library Assistant (NON TEACHING)
Responsible to:	SENDCo /Library Manager
Grade	Scale 5, points 9 – 12
Hours	Monday to Wednesday 8.30am to 3.30pm Thursday – Friday 8.15am to 4.15pm
Purpose of Job	To deliver intervention sessions to small groups of students to support their learning needs. To manage the daily operating systems and procedures of the school library

Duties and Responsibilities

Reading Intervention Tutor

- To report to the SENDCO on the progress of the students on interventions
- To carry out Reading Interventions including data collection for the students involved
- To support the SENDCo and intervention team to identify and evaluate the most appropriate support for students who are making less than expected progress on key subject areas
- To take part when required in supporting 1:1 tuition, small group work and in supporting examination needs
- To facilitate the sharing of relevant information with parents and teachers with regards to interventions
- To work with the SENDCo to implement future interventions

Library Assistant

- Manage the daily operation, systems and procedures of the school library, in accordance with agreed policies/plans
- Supervise pupils in the library, dealing with conduct and behaviour issues in accordance with appropriate school policies
- To run daily operations of the library to include; issue books, manage stock, arranging supportive lesson materials for curriculum lessons, maintain displays/reading lists, library administration and duties as required
- Assist class teacher during library lessons as required
- To learn/have knowledge of Accelerated Reader programme and provide support to pupils with quizzing
- Be aware and advise on copyright issues and comply with Data Protection legislation
- Liaise with external services, suppliers, retailers and other agencies as appropriate
- Assist with events such as Bookbuzz, Book Fairs and WBD

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, students, parents and the public.
- Maintain standards of presentation and work output as set by your line manager.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high personal standards of punctuality and attendance.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.