

JOB DESCRIPTION

Job Title:

Reading Mentor
Temporary in the first instance until 21 July 2022

Responsible to: Literacy Lead/ DHT

Grade: JG4 (SCP 7 – 11)

Purpose of Role: To provide one-on-one and small group reading interventions with Year 7 and 8 students who have been identified as having a reading age below expected levels.

Job Duties:**Main responsibilities:**

- As directed by the Literacy Lead, build, plan and implement an effective reading intervention programme to help Year 7 and 8 students improve their confidence and fluency with their reading, with a particular focus on vocabulary and comprehension
 - With the Literacy Lead, to manage the logistics of this intervention to minimise impact on other curriculum areas.
 - In liaison with the SENCo and SEND Teaching Team, the Library and the Literacy Lead and DHT, review and evaluate the impact and nature of this intervention to ensure that we are responsive to student needs.
- We will consider applications from full or part time candidates.

This is not an exhaustive list and some changes to the Job Description and duties may occur as commensurate with the grade of the post

Support for the school:**Develop and maintain working relationships with other professionals**

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of school staff by sharing own knowledge and expertise in a professional and constructive manner.

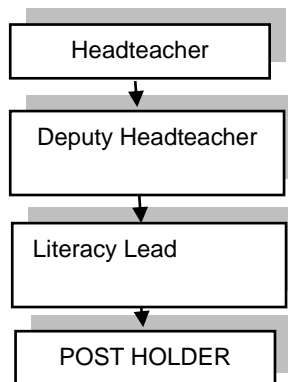
Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively, contributing to the development of policies and procedures related to classroom management.

Participate in staff, team and support staff meetings.

Contribute to the School Culture and Ethos

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing and Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and school policies.
- Review and develop own professional practice. Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.
- Work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school
- To undertake any duty or responsibility that the Headteacher and the Business Manager asks relevant to the school's needs as required and are commensurate with the grade.

Structure



Skills/Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Further Information:

Probation	This post is subject to a 6month probation period.
Scale Point	All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.
Pension	As an employer of the Local Government pension scheme, the postholder will be auto-enrolled into the Pension Scheme.
Confidentiality	Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality.
Annual Appraisal	All staff undergo an annual appraisal as part of performance management at Gordano School.

Gordano School is committed to safeguarding and promoting the welfare of young people and all appointments will be subject to criminal record disclosures, medical and satisfactory references as part of standard pre-employment checks.

PERSON SPECIFICATION

Job Title:

Reading mentor

Skills Assessment Criteria	Essential Skills
Formal Qualifications:	5 GCSE Grades A* - C or equivalent including English and Maths
Work Related experience and Associated Vocational Training:	<p>Previous experience in an educational setting with KS3 or primary aged students.</p> <p>Previous experience providing reading interventions at primary or secondary level.</p> <p>Ideas and expertise in the delivery of effective reading interventions.</p> <p>An enthusiastic advocate for the importance and benefits of reading.</p> <p>Desire to work with students who struggle with or don't enjoy reading.</p> <p>Outstanding personal and professional organisational skills, to be able to prioritise work and meet deadlines.</p>
Personal Skills:	<p>Outstanding communication skills with people at all levels and from a variety of backgrounds</p> <p>Ability to work flexibly within a team and motivate students in a joined-up way.</p> <p>Demonstrate a positive attitude at all times, even when under duress.</p> <p>Reliability, motivation and resilience under pressure.</p> <p>Punctuality</p> <p>Attendance at directed times</p>

** Gordano School will accept photocopies on application, but original certificates MUST be presented for verification the interview day.*

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

SignedDate.....

Date of Issue: October 2021

By (Signature):..... (Human Resources)

