**Job Description**

**Reading Specialist Learning Support Assistant**

**30 hours per week, term time only**

**(permanent position)**

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| **Reporting to:** | Headteacher, Senior Leadership Team, Reading & Language Co-ordinator, Lead Reading Specialist, SENDCO and Class Teacher as appropriate. |
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| **Purpose:** | To support the school to deliver an effective reading plan across the school, developing spoken language, reading, writing and vocabulary for pupils.  To support pupils across the school to gain the necessary reading skills to access the wider curriculum. |
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| **Areas of Responsibility:** | **Supporting pupils:**   * Deliver and lead regular and appropriate 1-2-1 and group interventions in reading across KS3 and KS4 * Ensure the experience of stronger readers is further developed * Support pupils to increase reading at subject level and at home * Support pupils with reasonable adjustments and access arrangements when taking assessments and exams * Develop appropriate resources to support the students * To establish a supportive relationship with the students concerned * To develop methods of promoting/ reinforcing the child's self-esteem   **Supporting Teachers:**   * To support class teachers to developing reading in their subject * To support the school to developed and invest in resources that develop love of reading for all * Advanced communication with subject teachers about pupils needs to support their subject planning * To contribute to the maintenance of student's progress records * To participate in the evaluation of the support programme   **Supporting School:**   * Prioritise whole school strategies to support pupils with reading * To support the Reading & Language Co-ordinator to develop staff knowledge of systematic synthetic phonics and reading theory * To support the ongoing reading age assessments of all pupils across KS3 and KS4 * To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos and to encourage and ensure staff and students follow this example * To foster links between home and school * To contribute to reviews of students' progress, as appropriate * To attend relevant in-service training * Actively promote, comply and adhere to all school policies * Demonstrate willingness to support new initiatives within the school * Act as a reader, scribe or providing other exam support to pupils as directed * Support other Learning Support Assistants as required * To respect the confidential nature of the work being undertaken and any knowledge about individual student's personal and educational circumstances * Participate fully in training, learning development and the school’s performance management system for support staff   **Supporting Curriculum**   * To develop an awareness of the requirements of the national curriculum * To support specific aims in lessons as planned and directed by the teacher * To develop awareness of the aims of the reading strategy and the schools Reading Plan   The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school. |
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| **Supervision:** | To work under own initiative taking individual pupils, small or large groups as appropriate. |
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| **Working Time:** | 30 hours per week, term time only.  Attendance at Inset days when relevant to the role. |
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| **Salary/Grade:** | NJCJE Grade 2, SCP 3-5 £18,607-£19,359 full time equivalent |
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| **Disclosure level:** | Enhanced |
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. |

Signature of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_