



# Gilbert Inglefield Academy

Believe, Achieve, Succeed

Job Description	
Job Title:	Reading Specialist
Terms & Conditions:	NJC
Pay Scale	Permanent
Post term:	Term Time Only
Hours	30 hours
DBS	ENHANCED
Responsible to:	Head of English
Line Managing:	Year Group Tutors

<b>Job Purpose:</b> <ul style="list-style-type: none"> <li><b>To ensure our library provides a gateway to knowledge and culture that is engaging and broadens our pupils' horizons.</b></li> <li><b>To deliver reading programmes so that all pupils leave the school with a good standard of reading.</b></li> </ul>
<b>KEY RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>Work with the Head of English to deliver reading programmes and support for identified pupils</li> <li>Engage with school attainment data to ensure pupils with low reading abilities are identified and provide a programme of support</li> <li>Ensure disadvantaged pupils have good access to the provision</li> <li>Ensure our library has a wide range of literature that is diverse and reflects the wider world.</li> <li>Ensure there is a range of literature and of good quality</li> <li>Manage the day to day operation of the School Library.</li> <li>Identify and order the Library resources in association with Heads of Department within the School.</li> <li>Maintain the Library Catalogue and provide appropriate training and support.</li> <li>Administer Library bookings</li> <li>Liaise with outside agencies over relevant out of School activities e.g. library and author visits.</li> <li>Undertake preparation, maintenance and organisation of library materials</li> <li>Maintain and create displays and promote a positive learning environment within the Library</li> <li>Provide information for teaching staff on matters pertaining to library support for the school curriculum</li> <li>Supervise and oversee study in the library, general discipline and induction into the use of the Library's facilities</li> <li>Undertake in-service training and other training as appropriate to ensure continuous professional development and remain up to date</li> <li>Assist in preparation of the library for meetings, etc</li> </ul>

### Key Tasks – Other

- Demonstrate a commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies
- Be aware of, and comply with, policies relating to Health & Safety, Equal Opportunities and Confidentiality as well as general staff procedures
- To contribute to the overall vision, ethos and work of the schools.
- To be an excellent role model for staff
- Maintain confidentiality and professional conduct at all times
- Demonstrate a commitment to professional development including active participation in the appraisal process and any relevant further training
- Appreciate and support the role of other professionals

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



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## Person Specification

### Reading Specialist

*The schools are committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment*

	Essential	Desirable
<b>Qualifications Criteria</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent</li> <li>• Qualified to work and teach in the UK</li> <li>• GCSE or Equivalent in English and maths (A-C)</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications, Study or Research in English or reading</li> <li>• CILIP Courses</li> <li>• HLTA Qualification</li> <li>• Chartership through CILIP</li> <li>• Mini bus driving license</li> <li>• First Aider Certificate</li> </ul>
<b>Professional Qualities</b>	<ul style="list-style-type: none"> <li>• Open and deep passion for education with a growth mindset and belief that every child can learn and achieve</li> <li>• High Emotional Literacy and Resilience</li> <li>• A flexible and forward thinking attitude to challenge and adversity</li> <li>• Work cooperatively as part of a team</li> <li>• High expectations and commitment to pupils achieving their full educational potential</li> <li>• Ability to inspire and motivate those around them</li> <li>• Strong commitment to inclusion</li> <li>• Create and maintain positive and supportive relationships with staff, pupils and parents</li> <li>• Reflect on and improve own practice</li> <li>• Commitment to professional development</li> <li>• Competent ICT Skills</li> <li>• Commitment to a set of values that places emotional health at the centre of the school's ethos and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Know a range of approaches to assessment</li> <li>• Know when to draw on the expertise of colleagues</li> <li>• Know how to deliver effective personalised provision</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an education setting with children</li> <li>• Experience of delivering reading programmes</li> <li>• Excellent subject knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a middle school setting</li> <li>• Experience of working with children with significant barriers to learning</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• A deep commitment to securing the safety and wellbeing of all pupils.</li> <li>• The successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering a curriculum that incorporates safeguarding practice and themes.</li> </ul>