

Benchill Primary School



Recruitment Pack: Read Write Inc. Fast Track Tutor Level 1 Teaching Assistant

Temporary Contract

1st January 2026 to 31st August 2026

(Term Time Only (8.75) hours per week- (1.15pm-3pm)

Grade 2: Scale Point 3

Range: £24,027 per annum (pro rata)

Start Date: 1st January 2026



Headteacher's Welcome:



Dear Prospective Candidate,

Welcome to Benchill Primary School, where we are dedicated to creating a nurturing and dynamic environment that inspires both pupils and staff to reach their full potential. We are thrilled that you are considering joining our team, where your skills and passion for education can truly make a difference. At Benchill Primary School, we pride ourselves on fostering a collaborative and inclusive community that values innovation, diversity and excellence in teaching and learning. As you explore the opportunity to become part of our school, we encourage you to share your unique experiences and ideas that align with our mission to empower every pupil. We look forward to learning more about you and how you can contribute to our vibrant community.

Thank you for considering Benchill Primary School as the next step in your professional journey.

Warm regards,

Steven Rooney

Headteacher



Manchester City Council

Job Description

Teaching Assistant – Level 1, Grade 2

Purpose of the Role

To provide targeted literacy intervention using the Read Write Inc (RWI) Fast Track Tutoring programme, supporting pupils to rapidly improve their phonics, reading fluency, spelling, and writing skills. The role involves delivering high-quality small-group and 1:1 tuition, assessing progress, and supporting pupils to achieve phonics and reading age expectations.

Key Responsibilities

1. Delivering RWI Fast Track Tutoring

Provide daily targeted tutoring sessions using the RWI Fast Track system.
Work with small groups or individuals to improve phonics knowledge and reading fluency.
Ensure all sessions are delivered with fidelity to the RWI programme structure and expectations.
Model pure sounds accurately and support pupils with correct blending and segmenting skills.

2. Pupil Assessment & Progress Tracking

Carry out ongoing assessment using RWI assessment tools.
Record pupil progress, gaps, and next steps.
Provide feedback to the RWI lead, class teachers, and senior leaders.
Highlight any concerns regarding progress, behaviour, or attendance.

3. Support for Pupils

Encourage learners to develop confidence, resilience, and independence.
Adapt instruction according to learning needs, including SEND and EAL needs.
Maintain a positive, focused, and engaging learning environment.

4. Support for Teachers & the School

Work under the direction of the RWI Lead and class teachers.
Prepare resources, decodable books, and tutoring materials.
Contribute to maintaining an organised and literacy-rich learning environment.
Participate in ongoing RWI training and whole-school CPD including weekly coaching sessions.

5. Safeguarding & Welfare

Follow all safeguarding, child protection, and school policies.
Maintain confidentiality at all times.
Report safeguarding concerns immediately to the appropriate staff member and log concerns via CPOMS.

General Duties:

Support wider classroom activities when required.
Supervise pupils during transitional times or interventions as directed.
Promote the ethos and values of the school at all times.

Job Specification (Person Specification)

Essential Criteria

Qualifications & Training:

GCSEs (or equivalent) in English and Maths (Grade C/4 or above).
Completion of Read Write Inc training OR willingness to undertake full RWI Fast Track Tutor training.

Experience:

Experience working with children in a school or educational setting.
Experience supporting early reading or phonics interventions.

Skills & Competencies:

Clear pronunciation and ability to model pure phonics sounds.
Good understanding of early reading development.
Able to deliver structured, fast-paced sessions.
Strong behaviour-management skills.
Ability to build positive relationships with pupils and staff.
Good organisational and record-keeping abilities.
Ability to work independently and as part of a team.

Personal Qualities:

Warm, patient, and encouraging approach.
High expectations for pupil achievement.
Reliable, punctual, and professional.
Willingness to learn and take direction.

Desirable Criteria:

Experience delivering the RWI programme in any capacity.
Previous experience as a teaching assistant or tutor.
Experience working with SEND, EAL, or disadvantaged learners.
Training in safeguarding, first aid, or behaviour support.

Application Details:



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Applicants are welcome to visit the school prior to applying.
School visits will take place on:

Monday 1st December at 9am or 2pm

Wednesday 3rd December at 9am or 2pm

To book a school visit please contact: Charlotte Hall - Read Write Inc Lead via

admin@benchill.manchester.sch.uk

or call: 0161 998 3075

To apply for this post, please complete an application form and email it to:

recruitment@benchill.manchester.sch.uk

Deadline for applications:

Monday 8th December 2025 at 9am

