



Job Description

JOB TITLE	Teaching Assistant – Reading Intervention
JOB FAMILY	Education Support
PHASE	Primary
REPORTING TO	SENDCo / English Lead

Job Purpose

To support the class teachers in the teaching and welfare of pupils, with a specific responsibility for delivering high-quality reading interventions to accelerate pupil progress. The role includes delivering 1:1 and small group reading support across the school, with a strong emphasis on early reading, phonics and closing gaps in attainment.

The post holder will demonstrate a secure understanding of phonics and a clear belief that all children can be taught to read successfully.

Duties and Responsibilities

- Provide high-quality teaching and learning support focused on reading development.
- Deliver structured 1:1 and small group reading interventions, including phonics-based sessions, to targeted pupils.
- Support pupils in developing decoding, fluency, comprehension and reading confidence.
- Assist teachers with the assessment, observation and monitoring of pupils' reading progress, maintaining accurate records of interventions and impact.
- Prepare targeted and differentiated reading materials under the direction of the SENDCo or English Lead.
- Promote positive attitudes towards reading, raising self-esteem and engagement, particularly for reluctant or struggling readers.
- Support pupils with additional needs, including SEND, to access reading successfully.
- Supervise pupils and promote learning and safety, including at break times and on educational visits.
- Liaise regularly with class teachers and other relevant staff regarding pupil progress and provision.
- Administer First Aid, subject to appropriate training.
- Assist in creating a purposeful, language-rich learning environment that promotes reading.



Planning

- Assist with the preparation and organisation of reading intervention sessions and resources.
- Support the efficient set-up and clearing away of materials to enable effective teaching.

Working with colleagues and other relevant professionals

- Work with the SENDCo and English Lead to support the delivery of SEN Support Plans and targeted reading interventions.
- Contribute to discussions around pupil progress and adapt provision to maximise reading outcomes.
- Collaborate with colleagues, including subject leaders, to ensure consistency in phonics and reading approaches.
- Develop effective professional relationships and communicate concerns about pupils' academic or emotional development promptly.

Whole-school organisation, strategy and development

- Contribute to the development and implementation of the school's reading strategy and priorities.
- Promote the school's vision and values, particularly in relation to reading for pleasure and achievement.
- Make a positive contribution to the wider life and ethos of the school.

Professional Development

- Engage fully with training and professional development as identified by school leaders.
- Demonstrate a strong commitment to developing expertise in phonics, early reading and intervention strategies.
- Maintain up-to-date knowledge of evidence-informed approaches to reading.
- Be open to undertaking specialist training opportunities, including relevant apprenticeships where appropriate.
- Participate in appraisal and ongoing professional development opportunities.

Personal and Professional Conduct

- Uphold high standards of professionalism, ethics and behaviour.
- Demonstrate commitment to the school's ethos and maintain high attendance and punctuality.
- Build positive relationships with pupils, staff and the wider school community.
- Respect diversity and promote inclusion,



Other Areas of Responsibility at New Horizons Children's Academy

- Be familiar with individual reading targets for pupils with SEN and provide identified provision.
- Deliver additional targeted reading support through intervention programmes.
- Support a clear, teacher-led response to gaps in reading attainment.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at New Horizons Children’s Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Teaching Assistant – Reading Intervention

Name:.....

Signed:

Date: