



Severn Vale School
An Academy



Reading Enrichment Lead

Job Description

Job Title: Reading Enrichment Lead

Grade: G (point 8-20)

Directly Responsible To: Assistant Head for Literacy

Job Purpose:

- To promote the joys of reading to build a community of pupils who value the power of books.
- To maintain the smooth running of the library
- To deliver small-group literacy interventions

Weeks / Hours: Term time only plus inset: 39 weeks
32.5 hours per week: Monday – Friday, 8.30 - 3.30 (to include a 30-minute unpaid break)

Name	
Signed	
Date	

Responsibilities

This role has two main areas of focus as detailed below:

Library

- Maintain the smooth running of the library as a resource to benefit the whole school community.
- Supervise the operation of the library during break and lunchtimes.
- Lead on the planning and organisation of enrichment initiatives to promote reading across the school, liaising with other staff as required.
- Plan and deliver Year 7 Library sessions, in collaboration with the English department.
- Maintain accurate records of borrowing and stock including communicating with pupils and staff regarding overdue stock.

Pupil Support

- Plan and deliver reading interventions to students to support the accelerated progress to enable them up to get to national age-expected levels of attainment.
- To identify barriers to literacy and use diagnostic tools as appropriate.
- Deliver sessions which are relevant and challenge all students.
- Recognise the differing needs of learners (including those with SEND) and ensure that those needs are met.
- Work with the Reading Recovery team to ensure data is robust and used to correctly identify students in need of a reading intervention.
- Work with the SENDCo to provide support for pupils as part of our reintegration offer.
- Work with the SENDCo to facilitate independent study sessions during specific lessons in the library.

Other Professional Requirements

- Hold appropriate qualifications relevant to the role.
- Have experience of working in an educational setting with children and adolescents.
- Operate at all times within the stated policies and practices of the school including applying the school behaviour policy consistently.
- Establish effective working relationships and set a good example through personal presentation and high standards of professional conduct.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Communicate effectively with all stakeholders, including staff, students, professionals, parents and carers.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and systems necessary to co-ordinate the management of the school
- Be willing to work flexibly and assist others when requested.
- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

General

- Unequivocally support and promote the values and ethos of Severn Vale School.
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools' systems.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school.
- Work in accordance with the School's Health and Safety Policies and Procedures.
- Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all students encouraging them to interact and to work co-operatively with others and to engage in activities led by yourself and/or the teacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.