



Chessington School

Literacy and Reading Support Assistant

Job Description

April 2026

Literacy and Reading Support Assistant

- To organise and manage the library and its resources on a day to day basis.
- To support students with reading on a one-to-one basis or in small groups.
- To plan and deliver English language intervention sessions to small groups of EAL students.
- To deliver literacy interventions to small groups of students.
- To conduct reading assessments with individual students and to track and record the results of the assessments.
- To organise and manage library stock and plan to replenish stock when applicable, liaising with senior members of staff.
- To promote the library and its resources and services to students and staff.
- To recruit and supervise Student Librarians.
- To actively incorporate pupil voice into Chessington's reading culture and the day-to-day life of the library.
- To supervise student use of the library before school, after school, at lunch times and at break times.
- To monitor student use of the Accelerated Reader programme and work with class teachers to ensure all students are fully engaged with the programme.
- To attend relevant training and CPD.
- To advise students on book choices and foster a love of reading.
- To keep up to date with popular and engaging books for secondary age students.
- To promote reading for pleasure through book displays, assemblies, book events and author visits, including activities for the national book week.
- To participate in activities to promote wider reading.

General

- Handle all confidential correspondence with sensitivity and discretion.
- Use appropriate ICT packages as required.
- Complete training necessary to provide First Aid, if required.
- Carry out other reasonable tasks from time to time as directed by your Line Manager.

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.

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

The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS

Signed: _____

Date: _____