

Job Title:	Read Write Inc. Assessment Lead	Reports to:	Headteacher
Location:	Hill View Primary	Accountable to:	Headteacher
Salary/Grade:	BG4, scale pt 6-9	Hours of Work:	25hrs per week, term time only

Principle Purpose of the Role

To assess individual children to ascertain the Read Write Inc. level they are working within, to deliver high quality Read Write Inc. lessons to groups of children and to deliver intervention through Read Write Inc. one to one tutoring.

Key Duties

- Carry out accurate assessments that involve listening to children using their Read Write Inc. decoding skills. Then feedback to the child their successes and next steps in a positive way.
- Report to Read Write Inc. teachers on the assessments you have made.
- Keep organised and clear records of assessments made.
- Carry out engaging and high-quality Read Write Inc. lessons that use aspects of the 6Ps (pace, passion, praise, perseverance, purpose, participation)
- Model exemplary lessons to colleagues
- Make informed decisions for the children within your group regarding when they are ready to be assessed to move colour levels.
- Carry out intervention using Read Write Inc. phonic tutoring pack to individuals or small groups. Report back to teachers the progress and make recordings of assessments.
- Work closely with teachers to provide relevant information for records and reports.
- Carry out administrative duties as required within the role in collecting and collating information which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourage independence and responsibility for his/her own behaviour.
- Monitor behaviour attentively in order to diffuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Observe behaviour patterns in pupils and report concerns to relevant persons. Support individuals and groups in complying with behaviour targets the teacher has set. Demonstrate respect for others through your interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task by using praise, commentary and assistance.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives within Read Write Inc.
- Provide comfort and care for minor accident, upsets and ailments.
- Organise, escort and supervise pupils when required (eg: going to Read Write Inc. groups.)



Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

Staff Development and Performance

- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder to achieve their objectives and standards in line with the development plan.
- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

Demands and Working Conditions

- This is an operational post and there will be considerable conflicting work demands, deadlines and interruptions, particularly during peak periods and operational deadlines.
- The postholder is to undertake other duties commensurate to the grade of the post.
- Ad hoc travel to attend training events and meetings may be required.
- There may be occasions when it will be necessary to cover other roles within the team or to work with other colleagues when there are peaks and pressing issues.
- There may be a requirement to spend large amounts of time working on sensitive information, for example, reports and audits.

Note: You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Three GCSE/O Level/Functional Skills passes to include grade C/4 or above in English and Mathematics (or equivalent)	E	X	
Level 2 childcare qualification e.g. NVQ 2 or equivalent	E	X	
RWI training	D	X	x
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Proficiency in Microsoft Office programs, specifically, Word, Excel, Outlook, PowerPoint	E	X	
Knowledge of how to work and maintain confidentiality in relation to data/information at all times	E		X
Ability to read, write and communicate effectively in English in order to deliver in all aspects of the role	E		X
At least two years' experience of working with children in the 4 – 11 years age range and their families	E	X	
Experience of working as part of a team providing high quality childcare services	E	X	
Experience of supporting children with learning phonics	E		X
Knowledge of child protection issues and policies and relevant Safeguarding procedures	E		X
Knowledge of how children learn to read through phonics	E		X
Able to demonstrate a high level of commitment to planning to overcome difficulties faced by children	E		X
Able to exhibit real care and concern for child in broadest terms	E		X
Able to work closely with members of staff, planning for and feeding back on progress	E		X
Ability to contribute to ideas for the on-going development and improvement of Services	E		X
Be confident and assured in judgements made regarding pupil attainment	E		X
Able to plan and prioritise in a flexible and informed way	E		X
An empathetic, supportive and non-judgmental attitude towards children, parents/carers and staff	E		X
A belief in the importance of effective and inclusive communication with children using a range of verbal and non-verbal techniques	E		X
Personal Attributes			

Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Highly organised and able to manage a busy workload	E		X
Commitment to safeguarding and promoting the welfare of children and young people	E	X	X
Clear understanding and working knowledge of Reach South Academy Trust, its ethos and values partners, relevant systems and procedures	E		X
Demonstrate personal and professional integrity, including modelling values and vision;	E		X
Commitment to promote and support the aims and value partners Reach South Academy Trust	E		X
Motivated to work within the education sector and alignment with Reach South values and behaviours	E		X
Ability to develop effective working relationships with a variety of other professionals and agencies in order to provide the best possible support for children and families	E		X
Committed to continuing professional development	E	X	
A love of reading and books and a passion to share and develop this in others	E		X

