



Kingfisher  
Schools Trust  
Achieving Success Together

# Reading Mentor

Sir John Leman High School

*Opportunity, Community, Excellence*



## Job Description: Reading Mentor

**Reports To:** Assistant Headteacher for Teaching and Learning.

### **Role Purpose:**

To support selected students in improving their reading skills, comprehension and overall literacy, fostering a supportive and encouraging environment to help students build confidence and a love for reading.

### **Specific Responsibilities**

- Under the direction of the Assistant Headteacher for Teaching and Learning, provide reading support to selected students through guided reading sessions, discussion and skill-building exercises
- Encourage a positive attitude to reading and learning.
- Assist students in setting reading goals and tracking their progress.
- Provide challenge and support to students, managing their behaviour, attitude and motivation to maximise student progress.
- Work with teachers and literacy staff to tailor mentoring strategies.
- Maintain accurate records of student attendance and progress.

### **All school staff are expected to:**

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors,
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

### **All employees of Kingfisher Schools Trust will:**

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.



## Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and education:</u></p> <ul style="list-style-type: none"><li>• GCSE Maths and English grade C(4) or above</li></ul>	<ul style="list-style-type: none"><li>• Educated to A level standard or equivalent</li><li>• Relevant level 3 qualifications</li></ul>
<p><u>Experience and knowledge:</u></p> <ul style="list-style-type: none"><li>• Previous school-based experience</li><li>• Understanding of school structures and procedures</li><li>• Experience with working to a schedule, meeting deadlines, providing accountability data</li><li>• Effective communication and dissemination of information and procedures</li><li>• Excellent IT skills including Microsoft Office, internet and email</li></ul>	<ul style="list-style-type: none"><li>• Previous classroom experience</li><li>• Experience of teaching English as an additional language</li></ul>
<p><u>Skills and attributes:</u></p> <ul style="list-style-type: none"><li>• High levels of accuracy, literacy and numeracy</li><li>• Excellent organisation and planning skills</li><li>• Ability to meet tight deadlines and work under pressure</li><li>• Ability to use initiative and be self-motivated.</li><li>• Excellent levels of integrity, confidentiality and appropriateness.</li><li>• Ability to develop and maintain good relationships with a wide range of people, including young people</li><li>• Ability to manage student behaviour</li><li>• Good communication skills</li><li>• Awareness of data protection</li><li>• Enthusiasm and resilience</li><li>• Positive team player</li><li>• Ability to show aptitude and acceptance of working within an environment that has numerous interruptions and changing workload demands.</li></ul>	
<p><u>Professional Development:</u></p> <ul style="list-style-type: none"><li>• Willingness to undertake any training offered, relevant to the role</li></ul>	