



Hamstead Hall Academy

Part of Hamstead Hall Academy Trust



Job Description: Reading Intervention Lead

Reporting to:	SLT link
Location:	Hamstead Hall Academy
Contract:	Permanent
Working Pattern:	Full time Term Time Only
Salary:	Support staff Grade 3 FTE £27,254- £33,699 (£21,310-26,350 Actual salary)

MAIN PURPOSE

- To improve pupils' reading skills by ensuring KS3 interventions are targeted and effective
- To support HHA WIG – ALL pupils' reading ages to be in line with national expectations and their chronological age by the end of KS3 (yr9)
- Continue to monitor and support reading progress beyond KS3

DUTIES AND RESPONSIBILITIES

General

- Work closely with the appropriate leaders in school – Senior Leadership Team
- Work closely with the data manager, progress leaders and Curriculum Leaders
- Work closely with core curriculum leaders, English department and the Library team
- Oversee interventions to accelerate reading

Specific

- to lead on a coherent whole school approach to reading which rapidly improves reading age
- to support the implementation of the reading testing programme
- identify children for intervention by analysis of SATs, NGRT, CAT4 and internal progress data
- analyse data to identify the key gap(s) in reading progress for individual students
- to ensure that reading data is collected with accuracy and disseminated accordingly to staff, pupils and stakeholders.
- plan and deliver reading aloud 'diagnosis' sessions to identify precise nature of gap(s) in relation to reading accuracy/automaticity
- lead a bespoke intervention package of reading catch up across all phases.
- ensure that all aspects of reading are accurately assessed and data is used diagnostically to improve outcomes for pupils.
- plan, organise and deliver bespoke, appropriate interventions to improve reading progress
- monitor reading progress of individuals
- liaise with Curriculum Leaders, progress leaders and teaching staff to withdraw struggling readers and ensure effective strategies are shared to ensure reading continues to improve
- monitor pupil progress in lessons following intervention
- undertake appropriate cpd e.g. phonics



Hamstead Hall Academy



Part of Hamstead Hall Academy Trust

- support English department and pastoral team in preparation and delivery of the guided reading sessions and programme
- work with the Assistant Headteacher (Teaching and Learning / Language) to create and evaluate a reading action plan
- act as a role model of good classroom practice for other staff, modelling effective strategies with them
- provide reading cpd where appropriate with support from the Teaching and Learning team
- champion and lead reading across the academy

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role
- To participate in performance management arrangements
- To attend regular meetings with line manager

This job description is subject to an annual review. It may be amendment or modification at the request of the Headteacher or the post holder after consultation.



Hamstead Hall Academy

Part of Hamstead Hall Academy Trust

Person specification: Reading Intervention Lead



Qualifications and training

- GCSE or equivalent level, including at least a Grade C in English and Maths

Knowledge, Skills and Experience

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- Good listening skills
- Effective written and verbal communication skills
- Ability to tailor interventions to individual pupils
- Ability to use IT systems and to conduct analysis and produce reports
- Good knowledge of Excel
- Ability to create good relationships with pupils, staff and parents
- Add any further skills and knowledge needed

Personal qualities

- Willingness to provide the best possible opportunities for all pupils
- Organised, proactive and self-motivated
- Good time management skills
- Commitment to upholding and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Ability to maintain confidentiality at all times
- Committed to safeguarding, equality, diversity and inclusion

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of Headteacher, Line Manager or postholder.

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.