



Person Specification

Job Title: Study Centre and Reading Development Leader

Grade: 6

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • Good standard of general education to A-level or equivalent. • Evidence of ongoing professional development relevant to literacy, reading, or educational support. • Willingness to attend training and implement learning into practice. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • HLTA qualification or similar. • Training or qualifications related to literacy development, library management, or learning support.
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge about current curriculum expectations around reading and literacy. • Understanding of how students learn and how to support reluctant or developing readers. • Knowledge of effective strategies to promote reading for pleasure and progress. • Understanding of behaviour management approaches appropriate for a Study Centre environment. • Awareness of safeguarding principles and inclusive practice. 	<ul style="list-style-type: none"> • Experience delivering reading interventions, including programmes such as Accelerated Reader. • Experience using strategies to overcome barriers to learning and raise student attainment. • Understanding of the KS3 and KS4 curriculum and its literacy demands. • Knowledge of post-16 pathways and progression routes. • Experience using Arbor or similar MIS/data systems.
SKILLS	<ul style="list-style-type: none"> • Ability to build positive, supportive relationships with young people. • Strong organisational skills, including resource management and administration. • Excellent interpersonal and communication skills with students, staff and parents. • Competent IT skills, including use of MS Office and digital platforms. • Ability to analyse reading data to monitor progress and evaluate impact. • Ability to lead and motivate student groups, such as Reading Ambassadors. 	<ul style="list-style-type: none"> • Experience supporting or mentoring KS3/KS4 students. • Experience analysing achievement data and identifying underperformance. • Experience teaching or coaching study and revision skills. • Ability to establish and maintain effective library or resource-management systems. • Experience managing or monitoring a budget.



Manor High School

Excellence – Inspiration – Resilience – Respect

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Headteacher: Mr S Greiff

	<ul style="list-style-type: none">• Effective behaviour-management skills, or willingness to develop these with training.• Ability to prioritise workload, use initiative, and work independently and collaboratively.	
ATTITUDE & TEMPERAMENT	<ul style="list-style-type: none">• Passionate about reading and literacy, with a desire to inspire others.• Adaptable, proactive and resilient. Reliable, dedicated and committed to improving outcomes for young people.• Professional, organised and able to maintain confidentiality.• Positive, approachable and supportive manner.• Demonstrates initiative and a willingness to contribute to wider school life.• A sense of humour and enjoyment in working with young people.	