



Job Description and Person Specification

Inclusive, Collaborative, Ambitious

Job Title:	Literacy Intervention and Library Support Officer
Responsible to:	Deputy Head of School - College Director, SENDCo and Literacy
Terms and Conditions:	Hours of work: 37 hours per week – Term time plus one week. Scale: E

Core Responsibilities

To lead and support literacy intervention programmes for secondary students whose reading age is below their chronological age, helping them make accelerated progress in reading fluency, comprehension, vocabulary, and confidence. The postholder will deliver targeted literacy support to small groups of students and sometimes individual students using intervention strategies and online programmes, including DreamBox Reading Plus, while also managing the school library as a welcoming learning environment that promotes reading for pleasure and independent study.

The role includes supervising and maintaining an after-school homework and study provision within the library for one hour each day.

Key responsibilities

Literacy Intervention

- Deliver targeted literacy interventions to individual students and small groups across Key Stages 3 and 4.
- Support students whose reading age is significantly below their chronological age to make measurable progress.
- Use assessment data and reading-age information to identify literacy needs and monitor student progress.
- Implement and oversee the use of DreamBox Reading Plus to support reading development and track outcomes.
- Support students in developing:
 - Reading fluency
 - Reading comprehension
 - Vocabulary acquisition
 - Decoding and inference skills
 - Reading confidence and independence

- Liaise with teaching staff, SEND staff, and pastoral teams regarding student progress and intervention strategies.
- Encourage reading for pleasure and help foster a positive reading culture across the school.
- Maintain accurate records of interventions, attendance, and progress data.
- Provide regular feedback and reports to relevant staff and parents where appropriate.
- Support students with additional literacy barriers, including those with SEND and EAL needs.

Phonics and Reading Support

- Apply an understanding of phonics and literacy acquisition to support struggling readers.
- Deliver or support phonics-based intervention strategies where appropriate for secondary-age learners.
- Identify barriers to reading development and adapt support accordingly.
- If phonics training is needed, this is something we can offer.

Library Management

- Manage the day-to-day running of the school library.
- Maintain an organised, inclusive, and engaging library environment.
- Promote library use and reading engagement through displays, events, and student recommendations.
- Organise and maintain library resources, including books, digital resources, and borrowing systems.
- Support students in selecting suitable reading materials matched to their interests and reading ability.

After-School Study Support

- Keep the library open for one hour after school each day to provide a supervised homework and study environment.
- Support students with independent study, homework completion, and access to learning resources.
- Encourage positive study habits and independent learning skills.

Other Responsibilities

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Safeguarding, Health and Safety

- Undertake training and act as a First Aider for the School as required.
- Undertake their duties in accordance with Health and Safety at Work policies and procedures and take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work in accordance with Health and Safety legislation.
- Cooperate with the Trust in so far as is necessary to enable it to comply with its duties under relevant

Health and Safety legislation

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

Continuing Professional Development

- Keep abreast of developments in their own area of expertise and undertake professional development opportunities where identified and approved, subject to funding, to ensure continued effective performance in the role

Key Areas of role	Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a grade 4 (grade C) in English and maths 	X	
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Experience supporting literacy development in secondary or primary aged students. • Strong understanding of reading intervention strategies. • Ability to build positive relationships with young people and motivate reluctant readers. • Good organisational and communication skills. • Ability to work independently and collaboratively as part of a school team. • Competent ICT skills and confidence using online learning platforms. • Experience using DreamBox Reading Plus or similar literacy intervention programmes. • Understanding of phonics and its application for older students with reading difficulties. • Previous experience working in a school library or learning resource centre. • Knowledge of SEND and strategies to support literacy difficulties. • Patient, supportive, and encouraging. 	X X X X X X	X X X X X

Personal qualities	<ul style="list-style-type: none"> • Passionate about literacy and reading development. • Committed to improving outcomes for vulnerable learners. • Enthusiastic about promoting reading for pleasure and independent learning. • Willingness to embrace CPD to fill any gaps in knowledge or appropriate skills 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
Values	<p>Excellent attention to detail and accuracy.</p> <p>Time management and organisational skills in order to manage multiple demands and deadlines.</p> <p>The ability to work both independently and as part of a team.</p> <p>Effective communication and problem-solving skills.</p> <p>A flexible and positive approach, as well as a willingness to learn and adapt to new techniques and equipment.</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	

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

May 2026