



JOB SPECIFICATION  
**Reading Intervention Assistant**

**Reports To:** Literacy Coordinator

<b>Why</b>	<p><b>Job Summary</b> To improve literacy and reading comprehension across Key Stage 3 and Key Stage 4 by delivering targeted interventions, supporting classroom teachers and fostering a culture of reading for pleasure and academic success.</p>	
<b>What</b>	<p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>Plan and deliver structured reading intervention sessions for students identified as below age-related expectations.</li> <li>Use evidence-based strategies to improve fluency, vocabulary and comprehension.</li> <li>Conduct baseline and ongoing assessments to track student progress.</li> <li>Maintain accurate records and report outcomes to the Literacy Co-Ordinator and SENCO.</li> <li>Work closely with English teachers, SEND team and pastoral staff to identify students needing support.</li> <li>Contribute to whole-school literacy initiatives and reading programs.</li> <li>Create and adapt resources to support adapted reading instruction.</li> <li>Recommend texts and materials suitable for diverse learners.</li> <li>Support reluctant readers and build confidence in literacy skills.</li> <li>Stay updated on best practices in literacy instruction and intervention strategies.</li> </ul>	
<b>How</b>	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p><b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	Actively promotes the Trust's ethos internally and externally
		Act as a role model as a tutor and a member of the Year Team.
		Contribute to the delivery of an assembly
		Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
		Participates in Health & Safety working teams
		Encourage individual and collective responsibility
		Participate in a whole academy initiative
		Undertake a departmental responsibility
	<p><b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i></p>	Lead training on a relevant issues
	<p><b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	Consistent outstanding practice leads to developing skills in leadership and management and highly effective professional contribution across the academy
		Challenge, influence and motivate others to attain high goals
		Managerial experience is built upon an understanding of Trust ethos
		Connects with team members and is accessible to colleagues
		Constructs and develops teams to be effective and fosters the development of others by evaluating the full potential of others
	<p><b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish goals</i></p>	Motivates and delegates appropriately in order to achieve objectives
Sets clear objectives		
May provide guidance and supervision on setting tasks		
Makes medium term plans; anticipates problems and prioritises actions		
Prioritises own workload to achieve project activities in agreed		

		timeframe	
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Actively informs and briefs colleagues within team of developments, challenges and changes	
		Clear, concise and confident when communicating informally both verbally and in writing	
	<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem; propose and assess solutions and decide upon course of action</i>	Proactive in providing innovative solutions and evaluating alternatives	
		Takes responsibility within the team for making decisions and moving things forward, requires good judgement	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format	
		Presents information, recognises the most relevant information and forms conclusions	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel between academies in your region and to Greenwood House as necessary.
	Education, Qualifications and Experience (EQE)	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Degree in English, Education or related field.</li> <li>• Experience teaching or supporting literacy in a secondary setting.</li> <li>• Strong knowledge of reading development and reading barriers.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to use data to inform instructions and measure impact.</li> <li>• Experience delivering small group or one-to-one reading interventions (phonics, Lexia).</li> <li>• Familiarity with assessment tools for reading and comprehension.</li> <li>• Understanding of SEND and EAL Literacy needs.</li> <li>• Ability to plan and deliver engaging reading sessions.</li> <li>• Knowledge of digital literacy tools and reading programs such as Lexia.</li> </ul>	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.