

Candidate Briefing Pack

Reading Intervention Officer - Nuneaton Academy



Dear Applicant,



Who can know the limits of any child's potential?

At Nuneaton Academy, we believe that every young person is capable of extraordinary things and deserves an excellent education. Our purpose is simple but demanding: to ensure that every child can belong and excel.

This is a school with real momentum. Our most recent Ofsted inspection recognised the **rapid and lasting improvement** secured across the academy, judging Leadership and Governance to be at the **Strong Standard**. Inspectors found leaders to be highly ambitious for pupils and noted that the positive impact of this work is evident across the school. You can read the full report here: [Ofsted inspection report – Nuneaton Academy](#).

That recognition belongs to our whole community: our brilliant students, committed families, talented staff, local governors, United Learning colleagues and the partners who have stood alongside us. It also reflects a culture in which leadership is everyone's responsibility. We are ambitious for our children, exacting about the quality of their education, and determined to keep improving.

Joining us means becoming part of one of the country's most significant school improvement journeys. It is purposeful, challenging work, but deeply rewarding. We value kindness, courtesy, consistency and hard work; we want colleagues who combine high expectations with the conviction that every pupil can succeed. United Learning is an exceptional organisation in which to develop a career. Its national network brings meaningful professional learning, collaboration and specialist support in areas such as technology, finance, HR and data, enabling school leaders and staff to concentrate on what matters most: excellent teaching, strong relationships and better outcomes for young people.

We are committed to being an inclusive employer and to building a workforce that better reflects the communities we serve. We warmly welcome applications from professionals of all backgrounds, particularly those from minority ethnic backgrounds, who share our commitment to equity, opportunity and excellence. If you are looking for a role with genuine purpose, considerable professional development and the chance to help shape what comes next for a rapidly improving school, I hope you will apply. We welcome visits from prospective applicants and would be delighted to answer any questions before you submit an application. Thank you for considering Nuneaton Academy.

Mark Dalton

Principal

Nuneaton Academy

About United Learning

More time. More Pay. More Support

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- **THE BEST FROM EVERYONE**
- **POWERFUL KNOWLEDGE**
- **EDUCATION WITH CHARACTER**
- **LEADERSHIP IN EVERY ROLE**
- **CONTINUOUS IMPROVEMENT**

Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out ‘the best from everyone’. You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

Benefits

- Access to a dedicated employee assistance counselling and advice line
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments and optical services (eligible after 6 months service)
- Westfield Rewards
- Cycle to work scheme
- Car lease scheme
- LGPS Pension



More pay

- We pay an average of 5% above national scales – the best rates of pay in the sector.
- We offer starting salaries of £39,500 in Inner London, and £32,850 nationally.
- We offer a health cash plan giving you money towards essential medical treatment.
- Our staff discount scheme saves you money on supermarket shopping, gym memberships, holidays and more.



More time

- All our academies start every term with an additional INSET day set aside for your own planning (in addition to the usual five INSET days - giving you eight in total).
- At least one guaranteed paid personal day each year, to use as you want.
- We offer opportunities for flexible working.



More support

- We provide high quality training and development for every stage in your career.
- Every teacher benefits from a bespoke development plan to support your progression and aspirations.
- We give you access to a high-quality curriculum with excellent resources.
- Benefit from support from expert subject advice.
- Access to a comprehensive wellbeing programme, providing support with issues from legal and financial to family and housing; access to free counselling; and other wellbeing support.

Job Description

Job Title: Reading Intervention Officer

Responsible to: Director of Literacy

Rate of Pay: Full time equivalent £28,000 - £35,000 (Pro Rata amount £24,160.77 - £30,200.96)

Hours of Work: 8.00am - 4.00pm. Term Time only, including Inset days.

Job Purpose:

- To support the work of the literacy faculty to implement and deliver an appropriately relevant and differentiated curriculum for small cohorts of students who require additional support in improving their reading and writing to age expected levels
- To support the librarian to develop a love of reading across the academy
- To contribute to raising standards of attainment and achievement by monitoring and supporting student progress and developing students as a reading intervention officer
- To support in the strategic implementation of Lexonik Leap and Lexonik Advance programmes
- To facilitate and encourage a learning experience which provides opportunities for students to achieve their potential
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth and success
- This role is pivotal in enhancing literacy outcomes by providing comprehensive support to pupils that require additional support for reading
- The Reading Intervention Officer will attend training, facilitate resource allocation, monitor progress, and create strong communication channels among all stakeholders
- Support the implementation of NGRT (New Group Reading Test) data and the support that follows with targeted support to our weakest readers, including those with SEND (Special Educational Needs and Disabilities) and EAL (English as an Additional Language) students, ensuring inclusive educational practices

Role and responsibilities:

- Monitor adherence to programme guidelines and standards
- Schedule and coordinate interventions for pupils
- Adapt any intervention to suit the needs of pupils

- Organise regular meetings with line manager and relevant teaching staff to discuss programme progress and interventions
- Manage and allocate all Lexonik related resources and any other reading programmes as appropriate
- Ensure all necessary materials are available for teachers and students
- Coordinate with the director of literacy to develop training materials and resources to support ongoing professional development
- Use the NGRT data to guide and support student progress
- Work with the director of literacy to allocate intervention where appropriate
- Utilise assessment tools to measure literacy improvements and identify areas for intervention as appropriate
- Support the director of literacy to present findings and make recommendations for programme improvements
- Gather feedback from parents/guardians, teachers and students about the progress of Lexonik Leap and Advance within the classroom
- Stay updated on best practices and new developments in literacy education.

Teaching and Learning

- Support the director of literacy with Lexonik Leap and Lexonik Advance and any other reading initiatives
- Provide strategies for differentiating instruction to meet the diverse needs of students
- Offer tools and methods for assessing student progress and program effectiveness
- Supply additional materials to reinforce learning, such as practice exercises and extension activities
- Provide ongoing professional development opportunities focused on literacy instruction and program best practices
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Literacy faculty
- To support and where appropriate deliver a designated programme of teaching and to plan and prepare courses and lessons
- To contribute to the whole academy's planning activities
- To participate in whole school professional development, quality assurance activities and other learning evaluation strategies in accordance with academy policy
- Implement academy policies relevant to teaching and learning, including behaviour, home learning and assessment

- To support the director of literacy with effective data management to plan support strategies and coordinate as required

Personal Development

- Contribute to the overall ethos, work and aims of the academy
- Establish constructive relationships and communicate with other professionals, in liaison with the director of literacy, to support the achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Supervise pupils on visits, trips and out of school activities as required
- Any other tasks as directed by the Principal which fall within the purview of the post
- Participate in training and other learning activities as required
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Undertake any other duties as specified by the director of literacy
- Attend comprehensive training on reading programmes

General responsibilities

- Contribute to the overall ethos and work aims of the Academy
- Help to foster and enhance strong links with local, national and global business and education providers to support and develop literacy opportunities for the Academy
- Support the director of literacy in assisting schools in integrating Lexonik Leap and Lexonik Advance alongside any additional literacy programmes
- Schedule routine check-ins with teachers, parents and students to monitor progress and address concerns
- Help schools engage parents through information sessions and communication about the benefits and progress of the programmes

This post is subject to an enhanced DBS disclosure and must have the right to work in the UK. The post holder must be committed to safeguarding the welfare of children and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct.

