

**Job Description: Literacy Mentor and Reading Support Assistant**

<b>Grade:</b>	ME5
<b>Responsible to:</b>	Reading Coordinator
<b>Responsible for:</b>	Supporting students to improve their reading age / ability Raising the profile of literacy across the school Support the effective organisation and management of the school library
<b>Hours of work:</b>	The position is flexible (full or part-time), term time only

**Job Summary:**

The Literacy Mentor and Reading Support Assistant will help children or learners develop their reading, literacy, and communication skills. Working closely with teachers and support staff, they provide one-to-one or small-group assistance to improve reading confidence, fluency, comprehension, and phonics skills.

**Reading Support**

**Key Responsibilities:**

- Deliver one-to-one and small-group reading support programmes.
- Create and implement resources which allow students to access and enjoy reading.
- Manage, track and monitor reading data and liaise with key staff in order to raise attainment.
- Support group tasks in reading lessons so that all students make progress over time.
- Support the schools accelerated reader programme, ensuring that it is embedded and delivers impact on student outcomes.
- Deliver a phonics programme to our lowest ability readers.
- To accompany school trips to promote reading and literacy.
- Help to raise the profile of reading across the school and to promote a love of reading.
- Run extra-curricular reading activities for all students.
- Promote reading for pleasure through book displays, assemblies, book events and author visits, including activities for national book week.

**Safeguarding / Child Protection:**

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with an appropriate lanyard. Liaising with the School Business Manager with regard to the SCR.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Act as one of the school's qualified first aiders.

**Personal Responsibilities:**

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- Supporting the school in meeting its legal requirements for worship.
- Actively promoting school policies and procedures.

- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending and participating in meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.
- Be aware of and support difference and ensure equal opportunities for all.
- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.