

**The Roseland Multi-Academy Trust**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Reading and Literacy Coordinator 1 year fixed term (1 September 2022-31 August 2023)
<b>Grade:</b>	F (Points 1-6) Salary Range £18,328 - £21,795pa (reduced pro rata to £14,830 - £17,635pa)
<b>Employment:</b>	35 hours per week, term time (38 weeks plus 1 additional week) Salary paid for 44.6 weeks per year  School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer / Headteacher
<b>Responsible to:</b>	Chief Executive Officer / Headteacher / Leadership Team / Chair of the Trust Board
<b>Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Internal: Chief Executive Officer, Headteacher, Leadership Team, teaching and support staff, students. External: Trustees, Trust partners, other schools and colleges, suppliers of services, parents/carers, visitors to the school.

**Main Purpose of the Job:**

The Roseland Academy has a well-resourced Reading Hub/Library located in the centre of the school. This is an exciting opportunity for the right person to further develop this area as a 'Hub' to promote a love of reading and wider literacy and to develop strategies to raise reading ages in all students.

The role will involve a wide variety of interactions with our students, ranging from small group literacy intervention work to running reading age tests across year groups, as well as being a whole school ambassador for Reading.

**Main Duties and Responsibilities:**

1. Day to day management of the school Reading Hub.
2. With the support of a Line Manager, to plan Reading tests and interventions taking into account the initial starting point, current attainment and targets of the students.

3. To advance, track and monitor this progress in an agreed manner.
4. Develop resource facilities, liaise with internal and external sources and initiate and manage projects to promote use of the Reading Hub.
5. Liaise with teaching staff to determine book stock requirements and supply of curriculum support materials in order to promote a balanced cross-curricular provision.
6. Maintain a supervisory presence in the Reading Hub, as required to promote positive behaviours and offer support. Maintain a safe environment.
7. To run after-school intervention sessions as required.
8. Assist students to develop their independence when studying.
9. Undertaking general administrative duties using ICT.
10. Ensure compliance with the Copyright Act.
11. Assist staff, students and visitors in the Reading Hub.
12. Be aware of, and adhere to, applicable rules, regulations, policies and procedures within The Roseland Multi Academy Trust, including safeguarding, health and safety, equality and diversity and data protection.
13. Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
14. Be responsible for your own continuing self-development, undertaking training as appropriate.
15. To attend staff meetings and INSET as required.
16. To undertake all functions relevant to the role and other duties appropriate to the grading of the post as required.

### Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	Attainment of 4 GCSE qualifications (or equivalent) or able to demonstrate equivalent knowledge, skills and aptitude.  Level 3 Qualification or equivalent.	Other qualifications relevant to working with young people e.g. coaching.	Application form/interview
Experience	Previous experience of working with children. Experience of working with groups of people.	Previous experience of working with children in a classroom environment or similar. Experience of working with children with challenging individual needs. Experience of teaching groups of	Application form/interview

		students/running group interventions. Experience of monitoring progress.	
Specialist Knowledge and Skills	Good levels of literacy and numeracy. Good administrative and organisational skills. High level of oral and written communication skills. Ability to prioritise between competing demands and work to deadlines. Ability to work without supervision. ICT competent. Understanding of SEN.	Knowledge of issues relevant to education and child development. Understanding of specific SEN conditions. Well-read with good knowledge of popular fiction and Young Adult Fiction.	Application form/interview
Personal Qualities	A strong commitment to safeguarding children and young people. Full awareness and knowledge of current national legislation for safeguarding and child protection. To believe in the importance of team work and collaborative approaches. Confident, patient, good listening skills, compassionate, self-motivated. A love of reading and a desire to promote it to young people.		Application form/interview

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes in contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their

approach in child-centred. This means that they should consider, at all times, what is in the best interests of the child.