



Job Description: Reading Progress Tutor

Location: Ark Putney Academy

Contract: Permanent

Working Pattern: Term time

Salary: Ark Support scale 5 point 9 £32,902 prorated for 36 hrs per week, 39 weeks per year

The Role

In this role you will support students who have been identified as needing help with their reading and assist in the delivery of our reading interventions.

Key Responsibilities

Reading

- Assist in planning, timetabling and delivery of reading interventions following guidance and training provided
- Assist with recording progress data for reading interventions
- Assist with communicating interventions and student progress with students, staff and parents
- Attend relevant training

EAL

- Assist with assessing English proficiency of students with English as an additional language and updating records every 6 months
- Assist with drafting full EAL profiles for students with English Proficiency coded as A, B or C and updating these annually
- Be involved in drafting content of EAL documents such as EAL policy, EAL teaching strategies which are updated annually

Examinations

- Carry out examination invigilation as required
- Prepare students for the requirements of external examinations in home languages
- Enter students for external examinations in home languages

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Reading Progress Tutor

Qualifications

- Qualified to degree level
- Qualified HLTA status (preferred)

Knowledge, Skills and Experience

- Experience of working with children of relevant age in a learning environment
- Meet Higher Level Teaching Assistant standards
- Excellent Literacy skills in spoken and written English, equivalent to NVQ Level 3 in English
- Proficiency in at least one modern foreign language
- Ability to work unsupervised as a member of a team and meet data deadlines
- Excellent communication skills both internally, with families and with outside agencies
- Effective use of ICT to support learning – learning platforms such as Fresh Start, Lexia.
- Effective use of ICT to support students and colleagues -databases such as CCR, Bromcom and applications such as Word, Excel.
- Effective organisational skills used in prioritising tasks

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click this [link](#)

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.