

Job Description: Reading Progress Coordinator

Location: Ark Putney Academy

Contract: Permanent

Working Pattern: Term time

Salary: Ark Support Inner London scale 8 points 19-29 £38,065 - £44,231 depending on experience (*Prorated for term time only*)

The Role

You will lead a team to deliver the academy's reading intervention programmes and ensure students who have been identified as needing additional help with their reading, including those with SEN/EAL, are supported effectively.

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Key Responsibilities

Support for Students and Teachers

- Assess the needs of individual students, implement appropriate reading interventions and monitor their use and effectiveness
- Lead and manage the Fresh Start reading intervention programme, including monitoring student progress, delivering staff CPD and quality assuring its delivery
- Effectively deliver the Fresh Start reading intervention to selected students on a one-to-one or small group basis
- Lead and manage the Lexia reading intervention programme for around 150 students including monitoring student progress/engagement, delivering staff CPD and quality assuring its delivery
- Effectively deliver the Lexia reading intervention to selected students in a small classroom context
- Effectively deliver bespoke reading interventions as appropriate
- Line manage the school's EAL Co-ordinator and include identified students in reading interventions as appropriate
- Lead, manage and coach the team of LSAs dedicated to the reading progress of students
- Lead teacher INSET on strategies that support student reading, including those with SEN/EAL, as appropriate
- Lead annual year-group assemblies to provide information on reading assessments and interventions
- Attend half-termly Ark Network training in reading interventions
- Liaise with the SENDCO/Inclusion team with feedback on reading data or observations relating to reading relevant to SEND

Reading Progress Data

- Manage the school-wide administration of the New Group Reading Test once per year and ensure that data sets are complete to deadline
- Keep whole-school records of reading age data and use this to plan reading interventions
- Meet Fresh Start data deadlines every half-term

- Keep records and monitor the progress of all students included in reading interventions
- Report on whole-school reading age data and student engagement and progress in reading interventions to the senior leadership team every term
- Report to parents and carers on student engagement and progress with reading interventions

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 Coordinator

Qualifications

- Educated to Degree level and with English and Mathematics GCSE at grade C or above (or equivalent)
- Certified teaching assistant course or training or commitment to work towards these/ Qualified teacher status either in the primary or secondary sector, who would like to pursue a career change.

Knowledge, Skills and Experience

- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience and/or understanding of the Learning support role
- Experience of working with outside agencies and families (desirable)
- Ability to communicate effectively with students, parents and multi-agencies partners
- Knowledge and understanding of how to effectively implement particular strategies and routines to help students to improve their learning and to establish outstanding behaviour management
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills

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.