

Literacy Leader for Paired Reading – Job Specification

Main responsibilities

- To attend training on how to be an effective literacy leader for paired reading
- To work weekly with a reader to develop their reading
- To report all reading activities weekly to the coordinator

Job description

- ✓ To maintain communication with the tutor about progress or any issues
- ✓ To help the reader make appropriate reading selections
- ✓ To develop a love of reading by reading together and discussing the reading
- ✓ To complete the reading log and get it signed by the senior reading leader
- ✓ To report any issues or concerns that you cannot solve with the tutor's help to the senior reading leader

Person specification

- To have excellent communication skills, both face-to-face and by email
- To have a very positive attitude to reading and learning
- To have a reading age in line with or above your chronological age
- To have empathy for students who need support with reading
- To have the ability to explain the important value of reading to school and life
- To be a positive role model in terms of punctuality, organisation, reliability and behaviour

Bronze
Meet requirements

Silver
Demonstrate initiative

Gold
Demonstrate dedication by going beyond

Appraisal

Your performance will be evaluated twice a year by meeting with the member of staff in charge of the leadership programme and you will be required to provide evidence of your performance, using data-tracking from the coordinator and satisfaction surveys from your reader.

Initiative and extra dedication

- Reading at least 3 times per week
- Reading with more than one reader
- Providing solutions to issues independently of tutors, coordinators, teachers or senior reading leader
- Training new reading leaders that join the programme part-way through the year
- Supporting the senior reading leader with additional tasks

Literacy Leaders: Senior Reading Leader Job Specification

Main responsibilities

- To attend training on being an effective Senior Reading Leader
- To manage the reading leaders under the direction of the reading leader coordinator

Job description

- ✓ To introduce yourself to the team of reading leaders in your designated house(s)
- ✓ To set up weekly opportunities to speak to reading leaders about the progress of their readers
- ✓ To talk to the readers and their tutors, as required, to overcome any issues with the relationship between reader and reading leader
- ✓ To report back to the coordinator any actions or strategies that have been put into place

Person specification

- To have excellent communication skills, both face-to-face and by email
- To have a very positive attitude to reading and learning
- To have a positive mind-set and solutions-focussed attitude
- To have empathy for students who need support with reading
- To have the ability to explain the important value of reading to school and life
- To be a positive role model in terms of punctuality, organisation, reliability and behaviour

Initiative and extra dedication

- Identifying strategies and solutions before being requested by the coordinator
- Taking the place of a reading leader in their absence
- Suggesting improvements to the programme and how it is managed
- Taking a lead role in training of future reading leaders or senior reading leaders

Bronze
Meet requirements

Silver
Demonstrate initiative

Gold
Demonstrate dedication by going beyond

Appraisal

Your performance will be evaluated twice a year by meeting with the member of staff in charge of the leadership programme and you will be required to provide evidence of your performance, using data-tracking from the coordinator and satisfaction surveys from readers and reading leaders.