**Job Description**

**Title:** Advanced Reading Coach.

**Responsible to:** Literacy co-ordinator.

**Working hours:** 2 days per week - 8.15am – 3.45pm (14 hours p/w)

**Payscale:** Grade 5 Point 15 - 19

**Responsibilities:**

**Lexonik Advance** is a literacy intervention program designed to rapidly improve reading, spelling, vocabulary, and comprehension skills in six weekly one-hour sessions. It focuses on developing **phonological awareness**, **automaticity**, **vocabulary**, and **comprehension**.

* Working with small groups of up to 4 students at a time, in a dedicated room, delivering 4/5 Lexonik Advance reading sessions per day, with time for inputting data.
* Share our drive and enthusiasm for reading; must be able to foster positive relationships with our young learners, working as part of a dedicated team determined to ensure that Literacy is no barrier for any OSSMA student.
* Provide regular feedback to the Literacy co-ordinator for all interventions.

**General responsibilities;**

To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

**Performance management**

Participating in the Academy’s arrangements for performance management, professional development and the Academy’s arrangements for quality assurance and internal verification.

**Equal Opportunities**:

To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided.

To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

**Generic Staff Requirements:**

* Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
* Adhere to the principles expressed in the aims of the Academy and its mission statement.
* Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
* Be a positive, collaborative team member.
* Apply Academy policies in all aspects of the role.
* Keep up to date with all aspects of the Child Protection Policy as it applies to the post.
* Undertake any other duties commensurate with the post or as directed by the Principal.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description is current at the date shown but, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through Ormiston Sir Stanley Mathews Academy Performance Management Policy. The Governors and Principal of Ormiston Sir Stanley Mathews Academy are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

Ormiston Sir Stanley Matthews Academy is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, the post holder is not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.

We promote diversity and want a workforce which reflects the population of Staffordshire. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed:………………………………………………………………

Dated:…………………………………………………………………