



## **The Compton School Job Description**

**Post:** Reading Assistant

**Reports to:** LRC Manager/Assistant Headteacher

**Grade:** SCP 8-11, £23,669-£24,767 (actual annual salary based on 26 hours per week, 38 weeks a year)

### **Purpose of Job**

---

- To Assist the Learning Resource Centre Manager in promoting and developing an effective and efficient Learning Resource Centre.
  - To assist the Learning Resource Centre Manager in supporting the learning needs of students and the promotion of literacy and reading for pleasure.
  - To provide reading support to students either in the classroom, 1:1 or in small groups outside the classroom.
  - To support the delivery of literacy programmes with 1:1 or small group interventions.
  - To have a positive, measurable impact on students' reading achievement and progress.
- 

### **Main Duties and Responsibilities**

---

- In collaboration with the Assistant Headteacher, or AR/EMA Coordinator, deliver small group targeted interventions linked to literacy programmes.
- To work 1:1 or with small groups of students, in or out of the classroom, to improve progress and achievement in reading across the curriculum.
- To have knowledge of relevant student, departmental and school data, as appropriate to the role.
- To assist in the day to day running of the Learning Resource Centre (LRC) which includes cataloguing, shelving books, shelf tidying and repairing damaged stock.

- Assist students with their enquiries and information needs using a range of sources.
  - Assist students in the use of resources and facilities available in the Learning Resource Centre.
  - Supervise students in order to maintain a pleasant and safe working environment and be responsible for managing appropriate behaviour at break/lunch times and after school.
  - To provide support in administering the library management system and having responsibility for following up overdue books.
  - To provide support in managing the Accelerated Reader programme.
  - To support reading initiatives, library promotions and other events as required.
  - To undertake other duties of a similar level and responsibility that may be required from time to time.
- 

### **Safeguarding Children:**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks

### **Promotion of school**

---

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
  - To promote, advocate and follow all **school policies**.
- 

### **General**

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out
- Such duties and responsibilities may be updated from time to time to reflect any changes to the Learning Resource Centre procedures. Only significant additional duties or responsibilities as required by the Headteacher/SLT will render the grade of the post liable for re-evaluation
- Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality
- The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy

- The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy
  - The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies
-