**JOB DESCRIPTION**

**Job Title:** Reading Intervention Manager (& School Librarian)

**Employer:** City Heights E-Act Academy

**Reporting to:** Assistant Head teacher

**Working hours:** 8am-4pm Monday – Friday, flexible working may be available upon request

**Salary:** £28,000 per year

**Main purpose of this role**

City Heights is on an upward trajectory, the appointment of a new Headteacher in September 2020 has led to a significant change in the school environment and progress and attainment of the students. Students at City Heights experience literacy poverty and deprivation through no fault of their own. Approximately 75% of our students are reading at a level below or significantly below their chronological age. We believe schools have a moral duty to address this gap and ensure students have the opportunity to catch up and close their gaps.

We have bought into the Accelerated Reader programme to help address some of these significant gaps and students have an hour of dedicated reading time each week. The impact of this has not been as successful as we had hoped and, as a result, we have changed this job role slightly.

We have a vibrant and large school Library which has a central position in the building. In the past we have always had a Librarian but this role will be slightly different with a much larger focus on closing the significant reading and chronological age gaps rather than recommending, lending, repairing and replacing books.

The successful candidate will have a key role to play in the development and futures of our students as well as contributing to their future educational success. We believe this is an exciting career opportunity especially if you are considering a career in teaching.

**As a result we are recruiting someone to:**

* to maintain oversight and day to day management of all whole school reading activities and reading intervention programmes.
* Programmes currently running include: Accelerated Reader, Catch Up Literacy and Lexia.
* To ensure the Library stock is kept up to date and that students have access to the books they need to progress.
* Provide an effective and efficient library before and after school and at break times.
* To support the whole school reading strategy by providing students with engaging articles to read weekly.
* To support English teachers with delivery of reading intervention lessons.
* Run reading catch up sessions as directed by timetable.
* To run reports four times and year which report reading age changes and complete analysis of the data.

**Principal Activities**

* Facilitate and attend 15 Accelerated Reader lessons per week ensuring students have resources and chromebooks needed to access the programme.
* Manage the delivery, download and analysis of STAR reading age testing for Key Stage 3 x4 times per year
* Use the data to assess progress and allocate students to appropriate interventions
* Manage the week-to-week admin associated with AR including updating achievement points for students, setting targets, monitoring progress
* Run reading competitions, reading incentives and update displays/tutor slides to ensure reading has high visibility around the academy.
* Maintain library stock and keep library tidy
* Open the Library before school, after school and during breaktime to ensure students have access to reading material.
* Find and create x2 non-fiction articles for tutor time per week
* Find and create x3 non-fiction articles for AR lessons and create the associated teacher made quizzes for AR programme.
* To keep library displays and books regularly updated and fresh.
* Run reading intervention groups for an additional 5 lessons per week (in addition to 15 lessons allocated to AR lessons). Hear students read and monitor progress.
* Attend bi-monthly meetings with line manager and representatives from Rennaissance Learning.
* To ensure the stock of library resources (both paper and electronic) is managed effectively on a daily basis and in particular by placing orders for new stock, checking, classifying and cataloguing new items, dealing with the condition and repair of returned items.
* To manage the library budget effectively.
* Undertakes other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education** | * 5 GCSEs including English and Maths | * Honours degree * Librarian qualifications |
| **Experience** | * Experience of working in a Library or school setting * Experience of working with young people and meeting their needs. | * Experience of working in a school library. * Experience of using Accelerated Reader |
| **Knowledge** | * Understanding of school curriculum and timetable constraints * Willingness to attend safeguarding training | * Knowledge of contemporary children’s literature * Skills and confidence to be able to instruct groups of young people. * Working knowledge of policies relating to safeguarding and health and safety. |
| **Skills** | * Able to use IT competently * Organised and flexible in approach to managing workload | * Experience of using Eclipse and Accelerated Reader. * Ability to work under pressure and adapt to changes and changing environments. * Confidence to direct teachers and lead training on reading, the importance of reading and using Accelerated Reader. |
| **Personal Qualities** | * Effective communication skills. * Be self-aware and have the ability to receive feedback and demonstrate growth. * Be proactive and capable of identifying opportunities and acting on them. | * Ability to self-evaluate professional development needs an actively seek learning opportunities. |