

Job Purpose & Objectives

Details

To assess individual children to ascertain the Read Write Inc. level they are working within.

To deliver high quality Read Write Inc. lessons to groups of children.

To deliver intervention through Read Write Inc. one to one tutoring.

Main Duties & Responsibilities

Details

- Carry out accurate assessments that involve listening to children using their Read Write Inc. decoding skills. Then feedback to the child their successes and next steps in a positive way.
- Report to Read Write Inc. teachers on the assessments you have made.
- Keep organised and clear records of assessments made.
- Carry out engaging and high quality Read Write Inc. lessons that use aspects of the 6Ps (pace, passion, praise, perseverance, purpose, participation)
- Model exemplary lessons to colleagues
- Make informed decisions for the children within your group regarding when they are ready to be assessed to move colour levels.
- Carry out intervention using Read Write Inc. phonic tutoring pack to individuals or small groups. Report back to teachers the progress and make recordings of assessments.
- Work closely with teachers to provide relevant information for records and reports.
- Carry out administrative duties as required within the role in collecting and collating information which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourage independence and responsibility for his/her own behaviour.
- Monitor behaviour attentively in order to diffuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Observe behaviour patterns in pupils and report concerns to relevant persons. Support individuals and groups in complying with behaviour targets the teacher has set. Demonstrate respect for others through your interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task by using praise, commentary and assistance.

- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives within Read Write Inc.
- Provide comfort and care for minor accident, upsets and ailments.
- Organise, escort and supervise pupils when required (eg: going to Read Write Inc. groups.)

Additional Information

At Hill View Primary it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

General Information for all Posts

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.

Post Holder – signed Date

Manager – signed Date