

# 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.