

The Parkgate Academy
Whinney Lane
Ollerton,
Newark
Ng229TH



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Principal: Kerry Chadburn

We are seeking a dedicated and motivated 'Reading Champion' to raise the profile of reading for pleasure throughout the school and local community

- Do you have a keen interest in books and children's literature?
- Are you willing to support the development of early reading?
- Are you highly organised and could you maintain the school library?
- Can you build a good rapport with children and parents?
- Do you have a high level of proficiency in IT?
- Do you have excellent interpersonal skills?
- Do you communicate effectively with others?
- Do you have a strong work ethic?
- Do you have effective time management skills?

If the answer to the above is 'Yes' to most of the above then we would love to hear from you!

The Forge Trust is a Multi-Academy Trust that specialises in raising the achievement of children who predominantly live in white working-class areas of the East Midlands. Our mission is to become the best performing Primary Multi-Academy Trust in the country.

We can offer:

- Support and tailored CPD opportunities;
- A warm and welcoming, forward thinking school;
- A Multi-Academy Trust that focuses on the most important aspects of children's education such as reading;
- Excellent facilities;
- A supportive leadership team;
- A purpose built library and facility designed to promote reading to the school

Closing date: Monday 24th January 2022, 1pm

Interviews: Wednesday 2nd February 2022

Our Trust Values are: **Work-ethic, Team player, Respect, Discipline, Positivity and Ambition.** We believe in The Forge Trust Motto '**Labor Omnia Vincit**'.

Visits to the school are warmly welcomed. Please email Kerry Chadburn, hr@theparkgateacademy.co.uk to arrange a convenient time and day.

The Trustees of The Parkgate Academy are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

The trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

Job Description

Post: Reading Champion

Aim of the Academy Trust:

To support and challenge our schools so that children grow up to achieve economic wellbeing and prosper in the competitive 21st century.

Main Purpose of Job:

A vacancy has arisen for a Reading Champion to work as part of The Parkgate Academy team. The successful candidate will have a keen interest in children's literature, be organised, have good computer and excellent communication skills and be willing to undertake training opportunities linked to improving Phonics and Early Reading.

Grade: 2

Hours: 15 (Afternoons - Term Time only)

Initially Temporary for 1 Year

Responsible to: The English Lead

Key Responsibilities

1. To promote reading for pleasure in school and to parents
2. To ensure the library is well-stocked, tidy and used effectively
3. To use Reading Pro to ensure children have stage-appropriate texts (CPD will be provided)
4. To liaise with teachers and parents to ensure children have access to quality, stage-appropriate texts
5. To deliver reading interventions when necessary
6. To listen to readers and record praise and prompts (using high levels of standard English and accurate spelling and grammar)
7. To maintain an electronic inventory of stock
8. To undertake research in ways to engage parents in supporting children in reading for pleasure

General responsibilities:

1. Work consistently to uphold School's mission statement
2. Work in a co-operative and polite manner with all stakeholders
3. Work with pupils in a courteous, positive, caring and responsible manner at all times.
4. Follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised.
5. Work with visitors to the school in such a way that it enhances the reputation of the school.
6. Present oneself in a professional way that is consistent with the values and expectations to the school
7. Comply with the policies of the schools, including the Child Protection Policy, Equalities Policy, Health, Safety Policy and GDPR and be expected to maintain confidentiality
8. Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification

School: The Parkgate Academy	Name of Applicant:
Post Title: Reading Champion	Date:

CATEGORY/ITEM	ESSENTIAL	DESIRABLE	NOTES
Qualifications <ul style="list-style-type: none"> - GCSE A-C including Maths and English - Well written application 	✓ ✓		
Experience Education and Training <ul style="list-style-type: none"> - At least a good level of general education & relevant training - Proven track record (where applicable) of 'efficiency' and meeting deadlines 	✓ ✓		
Knowledge and understanding <ul style="list-style-type: none"> - A good understanding of child protection and safeguarding arrangements within school - A thorough understanding of health and safety within schools. 		✓ ✓	
Skills/Aptitudes <ul style="list-style-type: none"> - Ability to work as a part of a team - Good presentation skills - Proficiency with Microsoft packages including Word, Publisher and Excel - To be familiar with 21st century technologies e.g. social media - To navigate and manage websites - Good knowledge of children's literature 	✓ ✓ ✓ ✓ ✓ ✓		
Personal Attributes <ul style="list-style-type: none"> - Trust Values (Team player, Work Ethic, Positivity, Discipline and Ambition) - Enthusiastic - Integrity - Approachability 	✓ ✓ ✓ ✓		
Specific requirements <ul style="list-style-type: none"> - Suitability to work with children (safeguarding) - Strong communication skills - Able to be proactive and show initiative 	✓ ✓ ✓		