

## **Job Description: ECaR Reading Recovery Teacher**

### **Job Purpose and Specific Duties**

- To work with school senior management in the use of school tracking and assessment procedures to identify children in need of the support of the Reading Recovery (RR) programme.
- Use the RR Observation Survey to build a profile of the knowledge and skills of the child to inform the teaching.
- Provide individualised teaching to a minimum of four children, in the required age range, for 30 minutes 5 times a week in the school setting.
- Maintain close and regular links with the class teachers of children receiving RR, to ensure that progress is maintained and independence promoted in whole-class lessons.
- Plan for the 'exit' from the programme and support the senior management in monitoring the progress of children who have been discontinued from the programme.
- Maintain careful records on each child as a basis for instruction (lesson records, running records, records of reading and writing vocabulary, record of book level, Observation Survey, including summary, predictions of progress, diaries etc.).
- Communicate with school managers, teachers and teaching assistants, providing documentation, and explanations, feedback on progress and alignment of planning.
- Compile and submit data for national monitoring, as required.
- Follow set procedures for discontinuing, for children causing concern, or for the referral of those who cannot be successfully discontinued from Reading Recovery.
- Attend, and make maximum use of, the fortnightly Reading Recovery training sessions with other training RRTs, delivered by an experienced Teacher Leader.
- Arrange appropriate procedures for behind-the-screen teaching, in the RR training room.
- Work with colleagues in school to support effective practice in the teaching of early reading and writing.
- Welcome other staff to observe RR lessons.
- Keep abreast of developments in the teaching of early reading and writing.
- Share knowledge and expertise with other teachers and teaching assistants to support whole-staff development and learning.
- Receive termly visits from the Teacher Leader as part of the training programme; receive guidance and support, and develop expertise in the delivery of the RR programme
- Meet all requirements for RR Teacher training, including completion of specified set tasks and reading, in order to receive certification recorded on the National Register of Teachers.
- Make and receive one colleague visit during the training year.
- Work closely with the TL to further develop own understanding and learning and that of the training group.

- Communicate with parents/carers on their role in the programme, ensuring full attendance and their support with daily tasks for the child.
- Liaise with parents of pupils who are to be taken to the training centre to be taught, and invite all parents to observe a lesson.
- Manage resources needed to teach the session effectively.
- Ensure that the room is always prepared for the individual child.
- Once the initial year of training is completed, provide support for the delivery of additional lighter touch 'layered' interventions provided by teaching assistants or trained volunteers.
- Support the senior leadership of the school in identifying other additional interventions programmes to be provided.
- Ensure that data on children in RR and on other layers of interventions is regularly updated with the Institute of Education.

In addition to the above, undertake other duties within the general character of the post as requested by the school management and the local authority Teacher Leader.