

Reading Leader Roles and Responsibilities

Daily responsibilities (You should not have your own Phonics group)
<ul style="list-style-type: none"> • Coaching / team teach with Reading Teachers – all reading teachers over the week (10 minutes per group) • During coaching sessions assess children’s ability – identify any child / children who may need to move groups • Coach 1 to 1 tutors supporting the lowest 20%
Weekly
<p>Training</p> <ol style="list-style-type: none"> 1. Plan to meet for 30 minutes on a weekly basis with ALL Reading Teachers 2. Set the focus for each training session – Assessments, coaching, practise, teaching steps, review
<p>Planning time</p> <ol style="list-style-type: none"> 1. All Reading Teachers to have 30 minutes planning time a week 2. Support Reading Teachers during this time if possible
Pupil Progress
<ul style="list-style-type: none"> • Assess and group the children every 6 weeks (You will require additional time out of class for your role during assessment times) • Identify the slowest attaining children (lowest 20%) for one-to-one tutoring to diminish the difference. We call this ‘keep up not catch up’. Most one-to-one tuition is short term. • It is important for assessments to be carried out by 1 member of staff (ideally your reading leader). In a large school, enlist the help of another teacher or HTLA and moderate judgements. This ensures that assessments are carried out with a consistent approach. • Plan for your most confident Reading Teachers to teach the slowest progress readers
Progress meetings (can be done during one of your practice sessions)
<p>Meet each Reading Teacher</p> <ol style="list-style-type: none"> 1. Share the groups assessments 2. Share information about the group (e.g. one-to-one children/ focus children) 3. Plan partners if necessary to the programme 4. Set a target for the group 5. Plan the sounds to teach and teaching focus
<p>Meet with One-to-One tutors</p> <ol style="list-style-type: none"> 1. Share individual assessments 2. Share one-to-one targets 3. Plan the focus for one-to-one tutoring