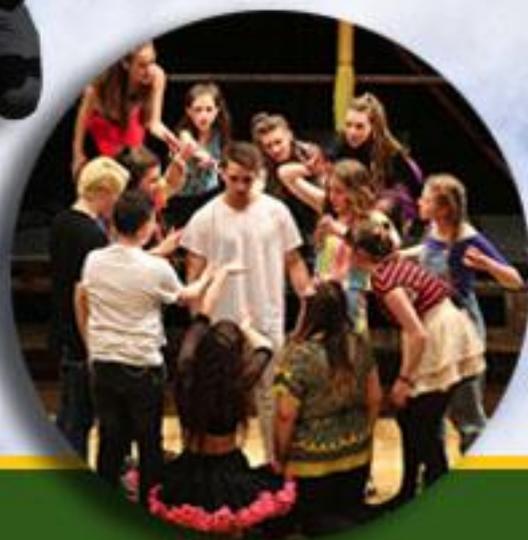




# BICESTER LEARNING ACADEMY

## APPOINTMENT OF Reading Coordinator

Bicester Learning Academy, Bicester, Oxfordshire, OX26 4RS





## THE VACANCY

An exciting opportunity has arisen for an exceptional candidate to join Bicester Learning Academy as a **Reading Coordinator (HLTA)**. This is a part-time time post working 33.75 hours per week for 39 weeks a year (term-time only plus inset days). The salary is dependent upon qualifications (see job description for details).

Candidates should have a love of reading and a good knowledge of writers, genres and text types, ideally including young adult and children's literature. We are looking for someone who is enthusiastic about communicating this interest to young readers in creative and engaging ways that support our weakest readers whilst encouraging our more able students. This role will require a high level of organisation and autonomy and offers the very real opportunity to shape and create your own projects in order to help shape, develop and support the reading culture and library space of the school.

For an informal discussion of the post please contact Ms Sarah Sparshott, Head of English.

Tel: (01869) 242121

Email: [ssparshott@thecooperschool.co.uk](mailto:ssparshott@thecooperschool.co.uk)

Further details and an application form are available on the Academy website: [www.bicesterlearningacademy](http://www.bicesterlearningacademy)

Alternatively, please contact Human Resources.

Tel: (01869) 362697

Email: [recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

**Closing date for receipt of applications: Monday 8 January 2018, 4pm**

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



## JOB DESCRIPTION

<b>Job description for:</b>	Reading Coordinator
<b>Grade:</b>	Grade 8 (for fully qualified HLTA) <b>or</b> Grade 6 during HLTA training if not already qualified
<b>Working hours per week:</b>	33.75
<b>Working weeks per year:</b>	39 weeks (term time only plus 5 INSET days)
<b>Principal place(s) of work:</b>	The Cooper School but the post-holder will be expected to work flexibly across the Bicester Learning Academy sites
<b>Immediate line manager:</b>	Head of English
<b>Staff managed:</b>	None
<b>Job Purpose:</b>	To help support and develop the reading culture across the school as a whole and within the English department by encouraging reading behaviour and working to improve reading skills in students across all key stages. This will involve the planning and development of activities as well as monitoring and assessing students' achievement and progress. The role will also involve team-teaching, supporting English teachers and form tutors and the development of extra-curricular activities to promote reading in the school.

### **Main Duties/Responsibilities:**

- The overseeing of a program called Accelerated Reader which is a reading scheme that enables the school to assess reading age, monitor progress and direct future reading
- Maintain records of student progress where appropriate relating to weak readers, students with SEN requirements and performance under the Accelerated Reader scheme
- Work with English teachers to run reading lessons at Key Stage 3; teaching of whole classes when required and relevant
- Work with Key Stage 3 form tutors during form time in order to support and encourage reading for a designated reading morning; the generation of accompanying resources and activities to encourage form time reading
- Oversee and help develop the library space outside of standard lesson times to help students check out books/do reading tests/provide a reading space for students; supervise the library during break and lunchtime to ensure that the space is used for quiet study, homework and reading
- Co-ordinate the catalogue of library books - updating with new stock and chasing students who are flagged up as late in returning books



- Developing the existing range of our library stock
- Organising reading-related visits such as author visits, workshops or trips to places of interest related to reading
- Working with and supporting weaker readers
- Respect confidentiality of all information relating to students and their families

#### **Training, Development and Working Hours**

- Inset days – HLTAs are expected to attend all Inset at school (5 days a year).
- Professional Development Programme – HLTAs will take part in this annual process and have an annual meeting with a senior member of staff (plus an interim meeting part way through the year)
- HLTAs are expected to work towards the award with the expectation that it will be completed by the end of the second academic year in which they gain the position

#### **Additional duties:**

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.**



## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Education</b>	<ul style="list-style-type: none"> <li>• A good standard of education including GCSEs Maths and English at C grade or above (or equivalent qualification).</li> <li>• Have or be willing to work towards HLTA qualification (to be achieved by the end of the second academic year in which they gain the position), or have the equivalent foundation degree (level 5).</li> <li>• Be willing to attend training which is relevant to the post.</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working with children or young people.</li> <li>• Experience of supporting students with Special Educational Needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>
<b>Relevant Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety legislation as it relates to the work of a school</li> </ul>
<b>Relevant Skills/Aptitudes</b>	<ul style="list-style-type: none"> <li>• Effective oral and written communication skills.</li> <li>• Excellent interpersonal skills both in relation to students as well as other adults (including outside agencies).</li> <li>• Good organisation and time management skills.</li> <li>• Sound ICT skills to support learning and to maintain electronic systems.</li> <li>• The ability to remain calm in challenging situations.</li> <li>• The ability to empathise with students' primary carers.</li> </ul>	



## APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

[Email: recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

or by post to:

Human Resources  
Bicester Learning Academy  
The Cooper School  
Churchill Road  
Bicester  
Oxfordshire  
OX26 4RS





	<b>Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy</b>			<u>Written By:</u> <b>E Le Brun</b>
	<u>Applicable to:</u> <b>ALL STAFF</b>	<u>Accountable Officer:</u> <b>B J Baxter I Elkington</b>	<u>Date Adopted:</u> <b>July 2014</b>	<u>Date To Be Reviewed:</u> <b>July 2017 (Every 3 Years)</b>

### General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

### uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	<b>Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy</b>			<b><u>Written By:</u></b> <b>E Le Brun</b>
	<b><u>Applicable to:</u></b> <b>ALL STAFF</b>	<b><u>Accountable Officer:</u></b> <b>B J Baxter I Elkington</b>	<b><u>Date Adopted:</u></b> <b>July 2014</b>	<b><u>Date To Be Reviewed:</u></b> <b>July 2017 (Every 3 Years)</b>

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.