

Toynbee School

**Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
S053 2PL**

**Appointment
of
Reading and Literacy Coordinator**

Contact Details:

Tel: 023 80269026
Email: recruitment@toynbee.hants.sch.uk
Website: www.toynbee.hants.sch.uk

APPLICATION DETAILS

Please find enclosed the following details:

- A Job Description
- School Details

An application form (support staff) is available to download from Toynbee School website. See link below:
www.toynbee.hants.sch.uk/vacancies.php

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check
(previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Toynbee School Job Description

Post	Reading and Literacy Co-Ordinator	Current Post Holder	
Allowance/ Scale	EHCC Scale C	Date Reviewed	
Working Pattern:	30 hours TTO 8.30 am – 3 pm M-F	Signed	

Accountability:

The Reading and Literacy Co-Ordinator will be responsible to

1. Headteacher
2. Senior Leadership Team
3. Reading and Literacy Leader

Job Overview: This role will co-ordinate the delivery of reading intervention programmes, supporting targeted pupils in improving their reading age. You will have responsibility for planning and delivering small group and 1:1 tutoring sessions to pupils who have been identified as requiring additional support in reading. You will work with Reading and Literacy Leader and the school librarian to develop reading for pleasure strategies for all Toynbee pupils.

Profile and Responsibilities:

1. To ensure tutoring sessions are well-planned and engaging for pupils
2. To work collaboratively with the Reading and Literacy Leader in the planning, development, delivery, and evaluation of the effectiveness of the tutoring sessions
3. To implement specific programmes with individual pupils or small groups appropriate to individual reading needs
4. To facilitate reading assessments to track pupils' progress
5. To work with the school librarian to develop reading for pleasure groups and clubs across the age range
6. To support the Reading and Literacy Leader and Deputy Headteacher in ensuring that all pupils make excellent progress in line with Toynbee's expectations
7. To keep up to date on training to be able to deliver successful reading interventions
8. To lead sessions through a timetable of reading interventions for identified pupils
9. To monitor pupils' attendance, progress and engagement at intervention sessions
10. To review data of the impact of literacy interventions and share findings

11. To liaise with the EAL lead to best support EAL pupils who may be engaging with reading intervention
12. To liaise with parents and develop positive links between home and school
13. To advise Reading and Literacy Leader of progress and any difficulties that may arise
14. To ensure the safety of the pupils and their peers.
15. To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies.
16. To work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary.
17. To promote the safeguarding of all pupils in the school.
18. The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be a Reading and Literacy Coordinator at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in October 2024; however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher