

Role:	Reading Tutor
Required:	As soon as possible (subject to notice period)
Contract/Duration:	Permanent Term Time only
Hours:	36 hours per week (Part time hours are available for a suitable candidate)
Salary:	Scale 4, Spinal Column Points 11 - 14: £28,749 – £30,836 per annum (Pro-rated £ £25,143 - £26,968)
Location:	London Borough of Lewisham, London

Are you looking for a job, which can fit around school working hours and holidays?

Do you want to support the next generation to be successful readers and help them to 'let their light shine'?

If yes, then we would like to offer you the opportunity to work with us here at St Matthew Academy, a high performing Catholic school where pupils flourish both academically and socially. In October 2019, Ofsted confirmed SMA as a good school where all pupils, through their hard work and commitment, are able to 'let their light shine'. In Feb 2023, our CSI inspection stated 'The behaviour of pupils is exemplary in lessons and around the school, and strong and positive relationships are evident throughout the school.' We are proud that our pupils are able to learn in a disruption free environment resulting in strong progress for all. We are now pursuing our mission to embed ourselves as a truly great school at the heart of the community we serve.

We are looking for an enthusiastic, organised and motivated individual to work to deliver reading interventions, including the Thinking Reading programme to pupils in the secondary phase. Most of these interventions will be with individual pupils from Year 7 to 10 but on occasion, you may also work with small groups of three or 4 pupils. Previous experience working in schools is desirable but not essential and training will be provided.

The successful candidate will be:

- Be passionate and determined about enabling every child to achieve their very best irrespective of any challenges they may face
- A good communicator with strong literacy skills
- Willing to receive training to deliver the required literacy interventions, including the Thinking Reading programme
- Committed to ensuring high expectations for pupils, staff and themselves
- Well organised, an excellent communicator and keen to take an active role in academy life
- Supportive of our Catholic ethos

We offer:

- Fantastic pupils with enormous potential
- Staff who are supportive to each other and enjoy working collaboratively
- Personalised programme of professional development and coaching for all staff
- A modern building, in a delightful setting and excellent resources
- Excellent public transport and road links across London and Kent
- Fully equipped gym and fitness suite, Season Ticket Loan, Cycle-to-work scheme, Tech Scheme, Employee Assistance Programme
- A strong commitment to staff well-being

We value the importance of diversity in our community and the significance of having staff that are representative of the children we teach. We particularly welcome applications from black and minority ethnic candidates as these groups are currently under represented within the Academy.

Our school motto is 'let your light shine' and we ensure that we live this vision every day.

How to apply

For an application pack or to book an Academy tour, please contact HR at hr@stmatthewacademy.co.uk

Closing: Open

Interviews: Early applicants will be considered for interview as soon as application is received

For more information about the Academy you can also visit www.stmatthewacademy.co.uk and our Twitter account <https://twitter.com.stMattAcad>

Job Description

Role:	Reading Tutor
Required:	As soon as possible (subject to notice period)
Contract/Duration:	Permanent Term Time only
Hours:	36 hours per week (Part time hours are available for a suitable candidate)
Salary:	Scale 4, Spinal Column Points 11 - 14: £28,749 – 30,836 per annum (Pro-rated £ £25,143 - £26,968)
Location:	London Borough of Lewisham, London

Main Purpose

As a reading tutor, you will be responsible for the delivery of effective reading interventions to identified pupils across the secondary phase of the Academy. Ensuring that all pupils can read well is a priority for the Academy and a range of interventions from 'Thinking Reading' to paired reading are in place to ensure this is the case for.

This will include working one to one or in pairs or small groups with pupils to deliver the appropriate intervention. You will be fully supported by the Literacy Coordinator and other staff members providing interventions, including the librarian.

Duties include:

- Promote a positive learning and reading environment within the Academy
- Become involved with both national literacy strategies such and school wide initiatives; to encourage pupils to read and to use the library as an essential part of the school.
- To be responsible for their own professional development, identifying training needs and requesting courses as appropriate.
- To plan and prepare for the intervention sessions identified for the individual or small groups of pupils.
- To monitor and assess the progress of pupils, keeping accurate records which are shared with the Literacy Co-ordinator
- To deliver the interventions effectively to ensure that all pupils make good progress and ultimately catch up with their reading.
- To undertake all training required to deliver all interventions including the 'Thinking Reading' programme effectively.
- Carrying out any other duties appropriate to the level of the post as required by the Headteacher.

Person Specification

Be able to:

- Communicate clearly orally and in writing
- Spell accurately and write legibly
- Carry out calculations using the four rules of number (at least GCSE standard)
- Work flexibly and to recognise the specific demands of the school environment
- Work as part of a team and independently
- Take initiative, identify and solve problems
- Deal sensitively and effectively with people
- Find and use relevant information and refer to appropriate sources of information
- Respond appropriately to children in a school environment
- Follow the Safeguarding and Equality policy
- Understand, abide by, contribute to and promote all Academy policies
- To comply with GDPR.

Have experience of:

- Working in a school or other education setting supporting learners
- Working with a diverse range of clients/customers
- Taking responsibility and using own initiative
- Using ICT confidently

Have knowledge of:

- How equality of opportunity can be supported and promoted through this post.
- How to support children's development in all areas of learning.
- First aid procedures (training will be given if the post holder does not currently have a first aid certificate).

St Matthew Academy English Department Information

The English department at St Matthew Academy consists of a consistent, creative and aspirational team. It is made up of nine members of staff with a wide range of expertise and subject knowledge. Within this group of fantastic teachers, our experiences are varied; from individuals whose teaching experience spans many years, to those who are near the beginning of their journey in teaching and are enthusiastic to make a difference the education of pupils in the school. The department benefits from having members of senior leadership as well as colleagues who have pastoral/whole school responsibilities. This ensures that there is support and understanding of the wider life of the school as we continue to enable pupils to reach their potential in English and in life. As an all through school, we also benefit from a close relationship with our primary colleagues allowing even further knowledge and experience to be shared easily.



Our recent results show how committed and hardworking our pupils and department are. Our past trend in terms of GCSE grades 9-4 and 9-5; show that our results are strong not just in the school, but also in the borough of Lewisham. We continue to strive to maintain and build upon these excellent results even further in future years. A positive Progress 8 score also demonstrates our desire to ensure that all pupils achieve the highest possible grade they are capable of. The passion we have for our subject and for learning, along with the support and guidance we offer to all year groups, illustrates just how dedicated and committed we are as a department to support the pupils here at the Academy as they undertake their educational journey.

ENGLISH GCSE GRADES	2018	2019	2022	2023
9 to 4 grades (A* to C)	88%	87%	83%	81%
9 to 5 grades	70%	67%	67%	66%
English progress score	+0.44	+0.64	+0.27	+0.35

In English, the curriculum is creative, challenging and engaging throughout the secondary phase; pupils enjoy a range of activities linked to reading, writing, speaking and listening, and explore various text types each year. In Year 7 and 8 pupils study units linked to novels, poetry, fiction and non-fiction and plays. This allows pupils to build on previous learning whilst challenging them to investigate and analyse in new ways. Pupils start the GCSE curriculum in Year 10 following the units set out by the AQA examination board. Our priority is to support pupils in developing their skills and knowledge to enable them the chance to make the best possible progress in their GCSE exams, and to ensure that the transition from Key Stage 3 to GCSE is as smooth as possible. As part of the whole school approach to literacy, the English department also offer Sparx reader as a programme to support pupils with their reading and have shared expertise with other departments in the secondary phase, promoting literacy and oracy as key elements of the curriculum in every department.



Pupils are enthusiastic about English, and we offer opportunities for pupils to share their own views and opinions, so that they see the importance of the subject in the wider world. We are proud of our Debate Mate extra-curricular club and we regularly attend/host competitions nationwide, many of which the school have won, and we also perform well in the Jack Petchey Speak Out challenge, with many pupils succeeding in the borough and taking part in regional/national events. World Book Week is a consistent success and a highlight of the school calendar, for the department and the school and we also take part in other events such as the Lewisham Book Awards, which we have hosted in the past.

If you wish to come and join this high performing team and be a part of our journey to becoming great, then we would very much like to hear from you.