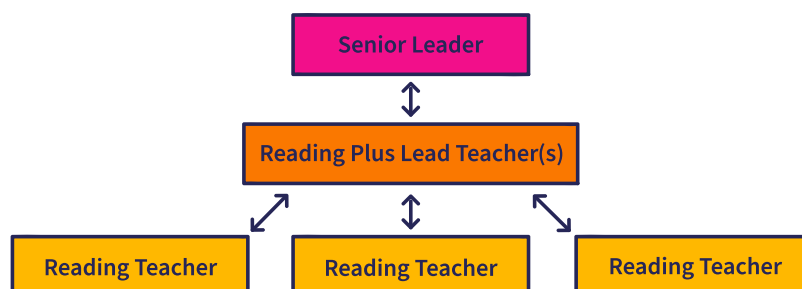


# Staffing roles and responsibilities

To ensure accountability, we suggest schools adopt the following management model:



## Senior Leader's role and responsibilities should include:

- Identifying target groups and setting of timetables.
- Demonstrating impact.
- Ensuring rooms and IT resources are timetabled.
- Liaising with our Customer Support Team regularly to ensure continued success of the programme and to ensure that training needs are met for staff.

demonstrating best practice, meeting training needs, and implementing reward systems such as Dojos/ House Points.

- Reporting to the Senior Leader/SLT on impact.

## School Reading Plus Lead's roles and responsibilities should include:

- Overseeing Reading Plus across the school.
- Liaising with our Customer Support Team.
- Setting up admin (classes/groups/adding pupils/setting admin calendars).
- Coordinating and monitoring InSight assessments.
- Data management (overseeing reports).
- Ensuring the Reading Teachers are monitoring/acting on reports, and usage targets are being met.
- Coordinating Reading Teachers, including

## Reading Teachers' roles and responsibilities should include:

- Managing the class environment and day-to-day running of the Reading Plus sessions.
- Overseeing admin (adding/deleting pupils, amending assigned Lessons for individual pupils).
- Regular monitoring and acting on reports. (We would recommend that teachers are logged on to Reading Plus as an Educator to monitor usage/take pupils off Hold/print certificates whilst pupils are working on the programme).
- Feeding back to pupils regarding progress.
- Celebrating and rewarding success with assigned groups/individual pupils.
- Reporting to the School Reading Plus Lead on group/ individual progress.
- Target setting for groups/individual pupils.

Unless we are instructed otherwise, our Customer Support Team will maintain an administrator login. This will allow us to send termly and end-of-year reports, as well as provide telephone support as and when necessary.