



## Whole School Reading Lead Job Description

**Post Title:** Whole School Reading Lead

**Reporting to:** Senior Leadership Team

**Salary:** 25,000 – 28,000

**Contract:** Full-Time, Permanent

**Start Date:** Immediate (01/06/2026)

**School:** Phoenix Bay

**Location:** Seale Hayne, Newton Abbot

### About Phoenix Bay

Phoenix Bay School is seeking to appoint a Whole School Reading Lead to design, develop and lead a bespoke, whole school reading framework rooted in connection, regulation and belonging.

This is a purpose-built role, created by Phoenix Bay in response to the needs of our pupils. It is not a traditional literacy or English leadership post. At Phoenix Bay, reading is more than decoding text — it is a powerful tool for emotional regulation, relationship-building and re-engagement with learning, particularly for pupils with Social, Emotional and Mental Health (SEMH) needs.

### The Role

The Reading Lead will be the architect and custodian of a bespoke, Phoenix Bay reading model, embedding reading so deeply into daily school life that it becomes a natural, calming and meaningful experience for pupils and staff alike.

You will design and lead a school-wide framework that makes reading accessible, enjoyable, trauma-informed and pupil-led, supporting both academic development and emotional wellbeing.

This role sets the tone for how reading *feels* across the school.

### Key Responsibilities

The post holder will:

#### Whole-School Reading Culture

- Design, implement and sustain a bespoke whole-school reading framework, created specifically for Phoenix Bay
- Develop a consistent reading culture that promotes safety, calm, trust and engagement

- Lead the Reading Ripple approach across all key stages
- Embed reading as a core relational and regulatory practice, not a standalone lesson

### **Trauma-Informed Practice & Staff Development**

- Train, coach and support staff in therapeutic and trauma-informed reading approaches
- Develop staff confidence in reading voice, tone, rhythm, pacing and co-regulation
- Model exceptional relational practice through shared reading and storytelling
- Support staff to use reading as a tool for settling, regulating and reconnection

### **Daily Practice & Pupil Experience**

- Embed short, purposeful reading moments throughout the school day (e.g. transitions, regulation points, settling routines)
- Champion pupil voice, autonomy and choice in what, how and when they read
- Curate reading materials that reflect pupils' interests, identities, emotional readiness and lived experiences
- Create welcoming, low-pressure reading spaces and visual prompts across the school

### **Events, Enrichment & Reading Celebration**

- Design and deliver reading-focused events and experiences as part of the bespoke framework
- Lead school-wide celebrations such as World Book Day, reading weeks and themed events
- Plan and coordinate author visits, storytellers and creative practitioners
- Develop meaningful reading experiences that build excitement, belonging and positive memory-making around books
- Ensure events are inclusive, trauma-aware and accessible for all pupils

### **Monitoring, Impact & Leadership**

- Monitor pupil engagement and emotional response to reading across the school
- Evaluate impact using qualitative and quantitative evidence
- Share outcomes, case studies and next steps with the Leadership Team
- Continuously refine and evolve the Reading Ripple framework in response to pupil needs

### **Safeguarding**

The Reading Lead will:

- Act in accordance with the school's safeguarding and child protection procedures
- Maintain professional boundaries and model safe, appropriate relationships
- Be vigilant to signs of harm, abuse or neglect and report concerns promptly
- Contribute to a culture where pupils feel safe, heard and emotionally supported

This post is subject to enhanced DBS checks, satisfactory references and appropriate safeguarding checks.

## **About You**

We are looking for someone who:

- Has a deep love of reading, storytelling and shared narrative
- Understands that reading is emotional before it is technical
- Has strong relational skills and builds trust with pupils and adults
- Understands trauma-informed practice and emotional regulation
- Is confident delivering staff training and coaching
- Is creative, reflective and comfortable designing something new
- Thrives in a role that has been intentionally created rather than inherited
- Is committed to safeguarding, inclusion and relational practice

Experience in SEMH, SEND, alternative provision or therapeutic settings is desirable but not essential.

## **What Makes This Role Different**

This is a bespoke leadership role, designed by Phoenix Bay.

There is no off-the-shelf framework.

No prescribed scheme.

No traditional literacy box to tick.

The Reading Lead creates, shapes and evolves a reading culture that prioritises safety, connection and belonging— and allows learning to follow.

## **What We Offer**

- A values-led, trauma-informed school community
- The opportunity to design and own a unique whole-school framework
- Ongoing CPD aligned with relational and therapeutic practice

## **Safeguarding Statement**

Phoenix Bay is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. This role is subject to an enhanced DBS check and satisfactory references.

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## **How to Apply**

To apply, please send your completed application form to [hello@phoenixbay.co.uk](mailto:hello@phoenixbay.co.uk).

For more information, visit [www.phoenixbay.co.uk](http://www.phoenixbay.co.uk).

*Join Phoenix Bay School — where we are more than just a school.*

