



JOB DESCRIPTION

POSITION: **READER WRITER**

RESPONSIBLE TO: **Reader Writer Co-ordinator**

FUNCTIONAL RELATIONSHIPS WITH: **Assistant Principal (Relationships and Culture)**
Head of Learning Enhancement
Learning Enhancement students

The purpose of a Reader Writer is to assist students on a one-to-one basis in examinations and assessments. This can involve reading instructions/questions and writing/typing answers for the student at a speed they can follow/ or supervising students as they complete their own work.

HOURS

Reader Writers are required at occasional times throughout the week during school terms to assist students with an internal assessment and practice external examinations. These are usually 1 period (1 hour) slots but when it is busy you may be asked to come in for more than 1 period.

You will be contacted by the Reader Writer Co-ordinator to check your availability. This work can be quite sporadic and many weeks may pass without you being contacted.

Reader Writers provide assistance to students in the school examinations and are paid as per the NZQA rate for NZQA examinations. School examinations take place in late Term 3 and comprise two three hour examination slots per day for a period of up to seven days.

Key Tasks	Outcomes
<ul style="list-style-type: none">Reader Writers are familiar with the requirements of being a Reader Writer	<ul style="list-style-type: none">Effective, appropriate support is provided to SAC Students
<ul style="list-style-type: none">Reader Writers assist students on a one on one basis in assessments and examinations.	<ul style="list-style-type: none">SAC students are supported in their assessments & exams