

Cheney School

Job Title	SEN Literacy Co-ordinator	Department	Learning Support Department
Reporting to	Assistant Head Inclusion	Time	37 hrs per week Term Time + 1 week
Grade	Grade 7(22-25)	Work Timings	0800-1600

PURPOSE

To complement the professional work of teachers by taking responsibility for agreed literacy learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals or small groups. It will also involve monitoring students and assessing, recording and reporting on their achievement, progress and development. Responsible for the management and development of specialist literacy provision within the Learning Support Department and management of a small group of teaching assistants.

SUPPORT FOR STUDENTS

- Assess the needs of students and use detailed knowledge and specialist skills to support students' literacy learning through individual and small group interventions
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Develop and implement Student Profiles, and IEPs where appropriate
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in language and literacy learning activities
- Promote independence and employ strategies to recognise and reward achievement of self reliance
- Provide feedback to students and parents in relation to progress and achievement

SUPPORT FOR THE CURRICULUM

Organise and manage appropriate learning environment and resources

- Within an agreed system of supervision, plan challenging teaching and learning activities
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports on student achievement, progress and other matters as required, ensuring the availability of appropriate evidence
- Record progress and achievement in activities systematically and provide evidence of range and level of progress and attainment
- Support the role of parents in students' learning and contribute to or lead meetings with parents to provide constructive feedback on student progress and achievement
- Administer assessments and mark tests
- Produce plans, worksheets, resources for sessions
- Use ICT effectively to support learning activities and develop students'

<p>competence and independence in its use</p> <ul style="list-style-type: none"> • Advise on appropriate deployment and use of specialist aid/resources/equipment
SUPPORT FOR THE SCHOOL
<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Establish effective communication with other professionals, taking the initiative as appropriate • Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE
<ul style="list-style-type: none"> • Manage the Literacy Intervention team • Liaise between SENCO, Assistant SENCO, teaching staff and teaching assistants • Hold regular team meetings with managed staff • Undertake induction, appraisal, training, and mentoring for other teaching assistants
<u>GENERAL</u>
<ul style="list-style-type: none"> • To attend meetings and in-service training sessions as required • Compulsory Lunch Time duty • To participate in staff development and performance management process in accordance with school policy • To be familiar with and to adhere to the school's Health and Safety policy • To undertake such duties as may be required from time to time.