## Learning Mentor – Literacy Key Stage 4 (Teaching Assistant Level 3)

## Job Description

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| **Salary scale:** | Fulwood 014 (£20,327) (pro rata – Actual £17,788) |
| **Hours:** | Term Time Only + 5 Insets (8:00am – 4:00pm) (3:30pm Fri) |
| **Permanent / Temporary:** | Permanent |
| **Responsible to:** | SENCO |
| **Job purpose:** | The purpose of the post is to support the education, personal and social development of pupils with low levels of literacy across key stage 4. You will also contribute positively to the effectiveness of pupil learning and to promote active parental involvement in the learning activities of the Academy. The post holder will deliver a tailored curriculum to the groups and support individual learning for other pupils, in liaison with teaching staff. |
| **Managing:** | None |

## Key Responsibilities

**Main Duties**

- To support the teacher of literacy intervention in the delivery of the appropriate schemes of work.
- Under the guidance of the Literacy Intervention Teacher prepare and deliver the relevant resources to small groups of pupils.
- One to one and small group mentoring of pupils requiring additional literacy support.
- To mark and assess pupils progress and their work.
- To keep appropriate records, record progress and contribute to the evaluation of the scheme.
- To invigilate during exams as required
- To attend meetings and liaise with the SENCO / Assistant SENCO.
- To ensure that there is an effective flow of information from Academy to parents with regard to learning and performance.
- To increase the confidence and self-esteem of pupils and their parents with regard to learning and performance.
- To provide individual support for pupils within the Academy's accepted protocols, including support for the re-integration of long term absentees.
- To attend open evenings and parents evenings as required.
- To attend appropriate courses / training as required.
- Any other reasonable duties commensurate with this level of responsibility and post.

Note: The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you. To take responsibility for planning, preparing and delivering programmes of intervention for groups of identified pupils at risk

## General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

## Support Staff

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

## Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

- Aim High
- Work Hard
- Be Nice
- No Excuses

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

## Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

## Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# PERSON SPECIFICATION

## Learning Mentor – Literacy (TA3)

| | Essential | Desirable | Assessed by |
|---|---|---|---|
| Education, Qualifications, Training and Experience | • Relevant experience and knowledge of the current curriculum in English.<br>• Experience teaching small group English intervention and tracking progress at either KS3 or KS4.<br>• GCSE equivalent in Maths and English at grade C or above<br>• Hold a TA3 qualification. | • Evidence of study in the area of Special needs<br>• HLTA / Qualified Teacher Status | Application |
| Skills and Abilities | • Good communication and literacy skills<br>• Good numeracy skills<br>• A good role model for the pupils, smart in appearance and punctual<br>• The ability to work flexibly<br>• To be able to work well as part of a team<br>• Ability to develop positive relationships with the target groups<br>• Good ICT Skills | • Knowledge of record keeping systems<br>• Experience of working with children aged 11-16<br>• Experience of working in a school environment<br>• Experience of delivering one to one and small group work. | Application Interview |
| Other | • Commitment to equal opportunities<br>• A willingness to undertake additional training, keep up to date with developments | • Knowledge of Key Stage 4 English Curriculum | Application Interview |