

Job Description

Literacy Specialist

Grade: MPS

Line Manager: Assistant Head

Other Stakeholders:

- Headteacher
- School Staff
- LA Representatives
- External Agencies
- Parents/Carers

Responsible for: N/A

Role

To develop and implement a literacy intervention programme across the school with an initial focus on Year 7 – specifically those students whose reading is below expected standard. The aim is to ensure all students meet the expected standard of reading so that they can fully access the curriculum. This will involve identifying those students who need additional support and selecting and delivering a bespoke intervention programme; the impact of which will be evaluated to monitor efficacy.

Main Duties and Responsibilities

To be read in conjunction with the Teacher's Standards Document and the School Teacher's Pay and Conditions Document.

This will include:

- Identifying students who need support/intervention through screening and the analysis of data.
- Conducting diagnostic assessments to identify where the needs lie.
- Research and develop a bespoke programme of intervention for students identified with poor literacy.
- Improving the reading of those with below expected standard for reading.
- Liaising with key staff such as the SENDCo, teachers and TAs to coordinate the reading interventions.
- Tracking and monitoring of these students to evaluate the impact of the interventions.
- Communicating the reading intervention strategy across departments to promote reading more widely across the school.
- Where possible, work with departments to promote subject specific reading within different subject areas.

Organisational Responsibilities

- Responsible to the Assistant Headteacher – TL&A.
- Works with members of the SEND team and intervention staff.
- Liaises with the AHT, Team Leader for English and other classroom teachers and support staff, including external agencies, education specialists and parents/carers.

Principal Accountabilities or Activities

- To ensure that students have been identified and targeted for literacy intervention.
- To be a role model for high standards of teaching and learning in literacy through personal example.
- To work in collaboration with other staff to ensure that there are high standards of literacy across the curriculum.
- To work with all staff to provide strategies and guidance in supporting learners both in the classroom and on a one to one basis.

- To plan individual learning programmes and provide support which best meets the learners needs as determined through the assessment process.
- Consult and liaise with the SLT, other staff and the community, to establish priorities and ensure that agreed policies are carried out.
- To demonstrate the vision, values, standards and expectations in everyday work and practice.
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- To take part in the school's Inset programme.
- To create a positive learning environment.
- Implement school policies and procedures.
- Deliver targeted interventions; one to one or in small groups to students with literacy needs.
- Deliver training and sharing of best practice to other school staff.
- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Support students consistently whilst recognising and responding to their individual needs.
- Provide feedback to students in relation to progress and achievement.

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend relevant meetings
- Be proactive in matters relating to health and safety across the school

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

General

- The post-holder will be expected to undertake any appropriate training provided by the CLT to assist them in carrying out any of the above duties.
- The post holder will have access to highly confidential and sensitive information in the course of their duties and must maintain the confidentiality and security of such information at all times.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

Notes

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The CLT will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION – LITERACY SPECIALIST

AREA	ESSENTIAL	DESIRABLE
Education/Qualifications	<ul style="list-style-type: none"> Degree in English (or equivalent) QTS Enhanced DBS 	<ul style="list-style-type: none"> Relevant qualifications A primary school teacher or TA with experience of teaching reading/writing
Experience & Knowledge	<ul style="list-style-type: none"> Able to consistently follow the 2012 National Standards for Teachers Considerable experience in improving or teaching children to read Experience in developing children's writing A knowledge of intervention strategies to support children with poor literacy Willingness and ability to obtain and/or enhance qualifications and training for development in the post Previous experience of working in a school setting Experience of using ICT to support learning Experience of working with students with Special Needs 	<ul style="list-style-type: none"> Experience of working with other agencies, professionals, parents and carers Understanding needs and strategies for effective differentiation Experience of a range of teaching and learning styles
Skills and Qualities	<ul style="list-style-type: none"> Excellent literacy/numeracy/oracy skills Detailed knowledge of Safeguarding and Child Protection procedures 	<ul style="list-style-type: none"> Willingness to share good practice with fellow teachers and willing to recognise good practice in others
Behaviours	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school/Trust and getting the best outcomes for all students Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. Professional and approachable. 	
Other	<ul style="list-style-type: none"> Able to display an awareness, understanding and commitment to the protection and safeguarding of children Commitment to maintaining confidentiality at all times. 	

Member of staff: Date:

Headteacher: Date: