



Job Description and Person Specification

Literacy Specialist



Literacy Specialist

Salary: Scale 6

Vision

The Laurus Vision is for everyone regardless of background or circumstance to be inspired, to thrive in all environments, to recognise what it takes to succeed, to set aspirational goals and work hard to achieve them.

Core purpose of the post

To raise levels of Literacy amongst students in Year 7. This post involves providing learning support to students who are on the SEN register and/or are of lower ability. This will include supporting students in their mainstream lessons and in small groups. Training will be provided for the successful candidate where needs are identified.

Reporting to: Trust Director of SEND

Provision for Students with Literacy difficulties

- Deliver small group and one to one intervention programs to support students with Literacy difficulties in Year 7, following the schemes of learning and intervention programs in place
- Provide after school support groups for students with Literacy difficulties
- Contribute to the development of school focused plans for students with Literacy difficulties to profile the needs of students to staff
- Contribute to the development of provision for students with Literacy difficulties across the whole school
- Prepare and maintain learning resources according to the needs of students with Literacy difficulties
- Assist with creation of Form Time Literacy program; monitor delivery of resources
- Collect and interpret assessment data gathered on pupils with Literacy difficulties to inform practice, target individual difficulties and to measure impact
- Attend all English department meetings to ensure subject knowledge is up-to-date.

Learning Support Team Responsibilities

- To work collaboratively with all members of the pastoral team, to support the progress of students with SEND
- Contribute to the Learning Support Development Plan
- Encourage inclusive practice in teaching and learning across the team and throughout the school
- Maintain and develop up-to-date knowledge of national and local initiatives which may impact upon policy and practice
- Attend staff meetings and participate in staff training as required
- Maintain accurate and up to date records for students with SEND
- Provide general in class support for students with SEND
- Supervise the activities of individuals or groups of students both in and out of the classroom
- Contribute appropriately to lesson cover and duties

- Contribute to the Learning Support Mentoring Programme
- Be a point of contact for students and their parents/carers
- Attend Annual Review and multi-agency meetings as appropriate

General Responsibilities

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities

Person Specification

Attributes	Essential	Desirable	How identified
Education and training	<ul style="list-style-type: none"> GCSE qualifications or equivalent in English at grade C or above 	<ul style="list-style-type: none"> Relevant NVQ3 or equivalent qualification First Aid qualification or willingness to take such a qualification 	Application form / interview
Relevant experience	<ul style="list-style-type: none"> Experience of working with young people who are vulnerable and/or who have special educational needs Experience of using a range of software packages and hardware devices e.g. Office, Apple products, tablets etc 	<ul style="list-style-type: none"> Experience of delivering intervention to small groups of students or on a one to one basis Experience of developing student profiles Experience of working collaboratively with parents to secure better outcomes for young people Experience of working with children and young people within an educational environment Evidence of working with outside agencies linked to school 	Application form / interview
Knowledge and skills	<ul style="list-style-type: none"> Ability to support teaching staff to enable students to achieve their full potential ICT skills – SIMS, Word, Excel Ability to motivate and encourage individuals and small groups of students under supervision Ability to assess, record, monitor and report on the progress of learners Solution focused An understanding of safeguarding issues An understanding of the principals of child development and learning processes 	<ul style="list-style-type: none"> An understanding of the current provision for students with special educational needs and current developments in SEN 	Application form / interview

	<ul style="list-style-type: none"> • An up to date knowledge and understanding of the practices and procedures within SEN, relating to the welfare, safety and education of students • Excellent communication skills with pupils, parents and other staff. 		
Personal and professional values	<ul style="list-style-type: none"> • Team player, collegiate and collaborative • Sensitive, perceptive and responsive to needs • Flexible • Professional and proactive approach to work • Reliability and consistency • Positive attitude, optimistic • Willingness to go the “extra mile” • Able to maintain confidentiality 		Application form / interview/References

May 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.