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**Literacy Co-ordinator**

*Ark Globe Academy*

Globe Academy is a popular all-age 3-18 non-selective school with a fully comprehensive intake. In our recent 2014 Ofsted inspection, we were judged as outstanding for the behaviour and safety of pupils and leadership, management and Early Years provision, as well as good overall.

In 2013 - 2014 we were selected to be part of the Government’s Parliamentary Review of Education as an example of good practice within education. This was a privilege and a credit to the hard work of all adults and children within Ark Globe community. Our inclusion in the Parliamentary Review reinforces that our teacher development programme is a beacon of excellence.

We are looking to recruit a Literacy Co-ordinator who will lead, develop and support effective practice for pupils with particular learning needs to ensure their learning needs in Literacy are addressed in the most effective way and, where appropriate, they are able to make rapid progress in line with the academy’s expectations. You will support the pupil, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make outstanding academic progress.

***Our ideal candidate will:***

* have the resolve to make a real difference to the lives of pupils, especially those with Autism and/or global learning delay
* have experience of working as a co-teacher
* take a flexible approach to work
* be committed to Globe’s ethos of high expectations and no excuses

In return, we offer a variety of development opportunities including high quality CPD training and Ark network hub days. In addition, we offer attractive remuneration as well as a range of benefits including free private healthcare, reduced gym membership, large retail discounts and free onsite parking.

We encourage all prospective candidates to come and visit the school to give you the opportunity to meet us and see the school first hand. If you would like to visit the school, discuss the role or have any queries, please contact our HR Officer Sabir Yuksel on 020 7940 5109 or email [s.yuksel@globeacademy.org](mailto:s.yuksel@globeacademy.org)

For any technical queries, please contact the recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org).

Closing date for applications is **11am** on **Friday 13th October 2017**

Interviews will take place on **Monday 16th October 2017**

To apply please visit our website: <http://arkglobeacademy.org/vacancies>

*Ark**is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Literacy Co-ordinator**

**Reports to:** Deputy SENCO

**Start date:** ASAP

**Salary:** Grade 5 (£20,583 - £24,376)

**Hours: 40 hours per week (Term Time Only plus 1 week)**

**The Role**

To lead, develop and support effective practice for pupils with particular learning needs to ensure their learning needs in Literacy are addressed in the most effective way and, where appropriate, they are able to make rapid progress in line with the academy’s expectations.

The post holder will maintain a teaching timetable modelling outstanding practice in Literacy.

**Key responsibilities**

* To lead a team to deliver exceptional Literacy delivery
* To develop the strategic direction and development of the Literacy provision, including contributing to the establishing of policies and procedures to support this
* To liaise with other schools to ensure continuity of support and learning when transferring pupils with low reading ages to the academy
* To support the development of high achieving classrooms by training staff in Literacy
* To lead the team in;
* analysing, understanding and manipulating data in order to monitor the progression of all identified students
* Implement Literacy interventions enabling rapid acceleration of progress
  + Observing, recording and feeding back information on student performance in Literacy
  + Monitoring the progression of all identified students and implement interventions enabling rapid acceleration of progress in Literacy
* To supervise students in playgrounds, timeout, lunchrooms and support sessions etc.
* The post holder may be required to undertake other duties that are commensurate to the post holders abilities and position.
* To participate in whole Academy wide development using the coaching programmes.

**Academy Culture**

* Up hold the Values in the Academy Culture Pyramid
* Support the academies values and ethos by contributing to the development and implementation of policies practices and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help develop a culture and ethos that is utterly committed to achievement
* To be active in issues of student welfare and support
* Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

**Job Description: Person Specification**

**Qualification Criteria**

* Right to work in UK
* Certified teaching assistant course or training *or commitment to work towards these*
* English and Mathematics GCSE at grade C or above (or equivalent)
* High Level Teaching experience and a Degree (or equivalent)
* Training in accredited Literacy interventions (or equivalent)

**Experience**

* Experience of establishing successful learning relationships with a variety of children at the relevant age
* Experience in delivering Literacy intervention
* Experience in analysing data and providing support.

**Personal characteristics**

* Effective leadership worker; helpful, friendly and able to make good judgements and lead when required
* Adaptable, organised and able to work with minimum supervision
* emonstrates resilience, motivation and commitment to high standards of work and achieving excellence
* Approachable, flexible, calm and caring with a ‘can-do’ attitude
* Understands the importance of confidentiality and discretion
* Keen to learn and develop own skills

**Specific skills**

* Excellent communication skills, both written and oral
* Excellent Literacy and Literacy skills
* Competent with IT and the use of it to analyse data
* Excellent administrative and organisational skills
* Able to understand and implement particular strategies and methods to help students to improve their learning and enjoyment of learning
* Able to help implement the necessary routines and expectations to establish outstanding behaviour management

**Alignment with Globe Vision**

* Relentless drive to do whatever it takes to ensure all students succeed
* Ability to instil and ensure high expectations and the Globe Values outlined in our Culture Pyramid
* The courage and conviction to make a difference

**Other**

* The post holder must be committed to the safeguarding and welfare of all pupils.
* This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*