



## Job Description: TA3 Intervention Tutor – Literacy

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1. Title of Post: TA3 Intervention Tutor  
Literacy support  
FIXED TERM CONTRACT 1st September 2021 – 31st August 2022
2. Salary Grade: TA3 – MCC Scale D SCP 9-13  
£20,903 to £22,627 pro rata per annum
- Hours of Work: 32.5 Per Week, 39 Weeks per year

### 3. Relationships

- 3.1 The postholder is responsible to the Headteacher through the Faculty Leader for English and Whole School Literacy Coordinator.
- 3.2 The postholder works with the English Faculty to plan, deliver and assess the learning of students.
- 3.3 The postholder works on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.
- 3.4 The postholder liaises with parents, carers, and students as appropriate.

### 4. Purpose of the Job

- 4.1 To support the acceleration of literacy development in identified students across the school.
- 4.2 To work with the Faculty Leader for English, Whole School Literacy Coordinator and the English team in taking responsibility for agreed learning activities or programmes with individuals or groups in or out of the classroom. This will involve planning, preparing and delivering literacy programmes and monitoring students by assessing, recording and reporting on students' achievements, progress and development.
- 4.3 To take responsibility for the implementation and evaluation of learning programmes.
- 4.4 To provide a secure, challenging and motivating environment for students.

### 5. Responsibilities

- 5.1 To plan literacy programmes for small groups of identified students.
- 5.2 To deliver and support others in delivering programmes of learning to identified students or groups of students.

- 5.3 Monitor and evaluate students' responses to learning activities through recording of achievement against pre-determined learning objectives.
- 5.4 Provide accurate feedback and reports as required on student achievement and progress, ensuring the availability of appropriate evidence.
- 5.5 Maintain and update records of learning and contribute to reviews of systems, records and provision.
- 5.6 Assess students' work and accurately record achievement progress.
- 5.7 Promote positive values, attitudes and student behaviour in line with established policies and practices.
- 5.8 To provide a secure, challenging and motivating environment for students and other teaching assistants.
- 5.9 Liaise with parents as agreed with the English team and within your role/responsibility and participate in feedback sessions/meetings with parents.
- 5.10 To support the implementation ALN Act 2018 and Additional Learning Needs Code for Wales 2021.
- 5.11 To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2014 and any other relevant Council and School policies relating to Safeguarding and Health and Safety.
- 5.12 To follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.
- 5.13 Be aware of and comply with policies and procedures relating to Behaviour Management, uniform, confidentiality and data protection, reporting all concerns to an appropriate person.
- 5.14 Uphold and promote the vision and ethos of the school.
- 5.15 Participate in training, learning activities and performance development as required.

## **6 Guidance**

- 6.1 To have a current knowledge of learning programmes to support the literacy development of students or small groups (national/local programmes).
- 6.2 To be able to use a range of learning data to identify, chart the progress of and evaluate student achievement.
- 6.3 To plan lessons and resources and adapt as necessary to support the learning of students or small groups.
- 6.4 To assess and evaluate students' work to plan the next steps in learning.
- 6.5 Record data on student progress and achievement using whole school reporting and recording systems.
- 6.6 To work within the policies and practices of the school in supporting students' learning.

## **7 Professional Development**

The school is committed to supporting all in developing their practice to achieve the very best outcomes for all students. Our CPD policy outlines the provision and practice for this role.

## **8 Performance Management**

Our Performance Management policy and practice supports us in achieving the school's aims and objectives in raising standards. The Policy states how performance is measured in relation to the school's aims and priorities. These include:

- Pupil Progress data
- Quality of teaching against Teaching Standards, the school's teaching and learning approaches and Estyn Guidance, including observed practice.
- Self-assessment
- Professional dialogue
- Received feedback
- Performance Management statements
- CPD records

**9** The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

**10** The job description does not define in detail all the duties/ responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.