



JOB DESCRIPTION

Job Title:	Literacy Development Worker
Grade:	Band 8 Scale 17 – 22 £26,517.16 - £28,814.86 (3 year contract)
Directly responsible to:	Development team manager
Directly responsible for:	Quality of Education and Teaching
Conditions of service:	As detailed in the contract of employment

Purpose: To provide one-to-one and group-based literacy development support for Young People (YP) with special educational needs and their families, fostering confidence, functional skills, and emotional resilience.

Key Responsibilities

1. **Literacy Development for Young People and Families**
 - Deliver one-to-one literacy support tailored to the diverse needs of YPs and their families.
 - Progress to leading group sessions and workshops that promote peer support and collaborative learning.
 - Develop literacy beyond reading, focusing on functional skills like speaking, listening, and assertiveness.
 - Support emotional intelligence and personal development as part of literacy improvement.
2. **Session Planning and Delivery**
 - Design and adapt lesson plans to reflect individual learning styles and abilities.
 - Utilise creative, flexible, and innovative teaching methods to engage disengaged learners.
 - Use informal, non-traditional approaches where appropriate while maintaining effective outcomes.
 - Provide resources and reading materials tailored to learners' needs.
3. **Advocacy and Outreach**
 - Collaborate with experienced tutors to identify YP with below-average literacy levels or communication and social interaction difficulties.
 - Engage with families to address social exclusion caused by poor literacy, offering tailored one-to-one support.
 - Encourage families to access community resources such as local libraries.
4. **Building Confidence and Engagement**
 - Set high expectations to inspire, motivate, and challenge YP and their families.
 - Foster active participation and sustained engagement through individualized approaches.
 - Empower participants to build the skills necessary for a successful transition to adulthood.
5. **Monitoring and Reporting**
 - Maintain progress records and adapt plans to address individual and group needs.
 - Provide regular updates to stakeholders on project outcomes and impact.

Person Specification

Essential Skills and Experience:

- Proven experience working with YP with special educational needs or behavioural challenges.
- Strong understanding of the barriers to learning and strategies for overcoming them.
- Ability to create and deliver engaging, innovative, and inclusive literacy support sessions.
- Knowledge of functional literacy skills, including communication and personal development techniques.
- Exceptional interpersonal and communication skills to build trust with YP and their families.

Personal Attributes:

- Flexible, creative, and adaptable in approach.
- Passionate about improving literacy and reducing social exclusion.
- Empathetic, patient, and able to build positive relationships with diverse individuals.

Project Goals

- Equip YP with literacy skills for independent living and successful adulthood.
- Foster family collaboration toward shared literacy improvement goals.
- Reduce social isolation and enhance community engagement through literacy development.

Reporting to: Project Coordinator

This role offers an opportunity to make a lasting impact on the lives of YPs and their families, supporting them in overcoming challenges, building confidence, and achieving their full potential.