



Notre Dame Catholic College

Candidate Information

Reading Strategy Coordinator
(Permanent)



'Opening Hearts, Minds and Doors'



Letter from our Headteacher

Dear Applicant,

Thank you for your interest in our vacancy. This pack has been designed to provide you with an insight into our culture and our achievements. It is also intended to provide you with the information you need to make an informed decision on applying for the post.

Our Offer

Are you looking to grow and develop as a Reading Strategy Coordinator in a warm and welcoming Catholic school that is genuinely committed to staff training, support and development, in order to provide a first-class education to every child in our College; an education that **opens their hearts, minds and doors** of opportunity, happiness, fulfilment and success?

Do you have a passion to **open hearts, minds and doors** for the young people you support? Do you have an unwavering commitment to social mobility, achieved through education, first-class teaching and boundless pastoral care? If so, we'd love to hear from you.

Our Ambition

We are looking to recruit an inspirational Reading Strategy Coordinator who is dynamic, creative and ambitious. Someone who is dedicated, committed and aspirational.

In return, we can offer the right candidate the chance to be creative and innovative, and to make a real difference to children's lives. We offer excellent progression and professional development opportunities. We will support you all the way.

We hope this pack answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help. It is extremely

important to us that you feel comfortable to proceed, as we aim to make the very best appointment possible.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'P. Duffy'.

Mr P Duffy

Headteacher
Notre Dame Catholic College





**Notre Dame
Catholic College**

Welcome to Notre Dame Catholic College

Opening Hearts, Minds and Doors

Notre Dame Catholic College is an oversubscribed, Roman Catholic school that has educated the children of north Liverpool for over 150 years. We are an inclusive, mixed, 11-19 school of 968 boys and girls (including 120 students in our Sixth Form).

We are underpinned by our Catholic ethos and the foundation of the Sisters of Notre Dame. Our mission was perfectly articulated by our foundress, St Julie Billiart, almost 200 years ago, when she said “teach them everything that is necessary to equip them for life”.

We are located in the heart of the city on Great Homer Street. The proportion of disadvantaged students is well above the national average and the proportion of pupils with SEND is above the national average. The proportion of pupils who have an education, health and care plan is currently below the national average but increasing steadily.

Staff and students are fortunate to benefit from state-of-the-art facilities and premises. In 2013, the College moved from its historic home on Everton Valley, to its new home on Everton Valley.

In 2019, the College was judged to ‘Requires Improvement’ in our most recent Section 5 Ofsted inspection. Since then, the College has secured improvements in outcomes at both GCSE and A Level and has worked tirelessly to address the areas for development outlined in the inspection report. College leaders, governors and staff continue to implement its rigorous plan to restore its previous ‘good’ judgement and to continue to provide the very best education for its students.

Letter from our Director of Inclusion

Dear Applicant,

Thank you for your interest in the role of **Reading Strategy Coordinator** here at Notre Dame Catholic College. We are delighted to advertise this vacancy, which forms an integral part of our whole school mission to make Notre Dame Catholic College a school that truly embraces reading.

I have worked at Notre Dame Catholic College since February 2020 and I am very proud to lead our skilled and committed SEND department, who have transformed SEND provision here in recent years. The department is made up of myself, an Assistant SENCO, three specialist SEND/primary teachers, Learning Support Assistants and Higher-Level Teaching Assistants.

The post holder will work with me on establishing a culture of reading and improvements in literacy across the school. With the school library at the epicentre, the Reading Strategy Coordinator will create a whole school thirst for reading whilst supporting struggling readers to improve in proficiency and confidence.

This role will enable you to support our pupils in every aspect of the reading strategy and drive this priority across the school, giving it a high profile within all aspects of school life, from chaplaincy to the classroom.

This is a very exciting time to be joining the team and I am excited to work with the successful candidate on shaping and delivering a reading strategy that inspires and supports every student at Notre Dame Catholic College. Please do not hesitate to contact me should you have any further queries about the role or department.

Yours sincerely,

Ant McVerry

Associate Assistant Headteacher/SENCO at Notre Dame Catholic College



Job Description

Post Title:	Reading Strategy Coordinator
Working Time:	Monday to Friday 35 hours per week (term time only)
Salary:	PASS Grade 5: Points 9-14
Responsible to:	Associate Assistant Headteacher
Responsible for:	The design, coordination and delivery of the whole school reading strategy at whole school, group and individual pupil level.
Job purpose:	<ul style="list-style-type: none">• To lead on the reading strategy across the school and raise the profile of reading and continually push this as a whole school priority.• To provide individual and group support for our pupils within the Notre Dame Catholic College.• To take ownership of the school library and oversee this resource for all of the pupils here at Notre Dame Catholic College.• To purchase and oversee the reading resources within the school.• To support educational needs of all students regardless of ability or SEND through delivering 1:1 or group support and interventions when required.• To support teachers with the classroom environment and to support them with them with reading resources and support.• To deliver sessions within school in the absence of teachers in regards to reading, English and the wider literacy team.• To support teachers with bespoke interventions as detailed in a pupils EHCP.• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential, regardless of their individual needs.• To support the Associate Assistant Headteacher in furthering improvements with SEND reading provision at Notre Dame Catholic College.• To support the College's Catholic ethos and share its commitment to provide and monitor opportunities for personal, spiritual and academic growth.
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	



Core Duties

Support for Pupils	<ul style="list-style-type: none">• To have regard for the safety and wellbeing of the pupil at all times.• To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model.• To encourage inclusion within the classroom.• To encourage pupils to interact with others and engage in activities led by the teacher.• To deliver sessions and interventions that are bespoke and supportive of pupil's individual needs.• To assist in the supervision of pupils on outings or visits.• To deliver Intervention Programmes within literacy.• To support pupils with their reading interventions within school.
Support for Teachers	<ul style="list-style-type: none">• To receive instruction from teachers regarding the daily / weekly programme of activities and events within the school.• To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision.• To be aware of pupils' problems / progress / achievements and report to the teacher as agreed and pass on information from parents / carers.• Provide administrative and clerical support e.g. record keeping, photocopying and filing.• To assist in the display of pupils' work to reflect their achievement.• To assist with tasks within the college's assessment procedures.• To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.• To support the teacher with the preparation and delivery of lessons and sessions that are delivered in the Resourced Provision.• To support the teacher in meeting the provisions set out in pupils EHCPs and also to review these on a regular basis.
Support for the College	<ul style="list-style-type: none">• To attend appropriate staff meetings as required

	<ul style="list-style-type: none"> • To improve reading across the school and support the Associate Headteacher with the progression of the reading strategy across the school. • To be aware of all Health and Safety issues. • To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher. • To assist with the general supervision of children when required • To be a proactive member of the college and class team. • To attend relevant professional development, in order to update knowledge. • To promote the policies and ethos of the college. • To invigilate in examinations. • To support cover lessons.
Support for the Curriculum	<ul style="list-style-type: none"> • To drive reading as a priority across the school and support staff with this drive within their respective departments. • To maintain and improve the school library and be responsible for this area of the school. • With the Associate Assistant Head Teacher and Head of English, make Notre Dame Catholic College a school that has reading at the heart of the curriculum. • To set out and prepare equipment. • To deliver sessions/lessons to pupils across the college to support the reading strategy • To be responsible for the resourcing or reading equipment and provisions with the Associate Assistant Headteacher.
General	<ul style="list-style-type: none"> • The Reading Strategy Coordinator may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.



Person Specification

Knowledge, Qualifications and Experience	Essential (E) or Desirable (D)
Good level of English and Mathematics to GCSE level or equivalent	E
Evidence of appropriate professional development (CPD) in reading	E
Higher Level Teaching Assistant Qualification	D
Evidence of working to improve literacy within a school setting	E
Evidence of delivering interventions in 1:1 or group situations to support pupil's development	E
Evidence of preparing and delivering lessons to groups of pupils or on a 1:1 basis	E
Evidence of working within a school library and supporting reading across a school setting	D
Evidence of developing positive relationships with staff from across a setting to best support pupils' individual development	E
Flexible in their ability to work across the school to best meet the needs of pupils as and when it is needed	E
Evidence of working with challenging behaviour and supporting pupils with their self-regulation	E
Evidence of developing positive relationships with families and providing timely communication about pupils	E
Evidence of positive behaviour support training	D
Evidence of being part of whole school projects that have had an impact	D

Skills and Abilities	Essential (E) Or Desirable (D)
Ability to enthuse and effectively communicate with pupils	E
To be able to communicate with pupils in a way that meets their individual needs, including the use of visuals and potentially working with pupils who are non-verbal	E
A commitment to supporting pupils in a comprehensive school where they are all valued regardless of their abilities and individual needs	E
The ability to deliver interventions within the daily classroom routine to support pupils with their individual needs	E
A demonstrable commitment to equality of opportunity	E
Appropriate ICT skills including those directly related to transference of subject knowledge in a classroom context	E
Committed to maintaining the high standards across the School	E
To be adaptable to the changing needs of pupils throughout the school day	E
A team player	E
The ability to take direction from teachers as and when is needed to best support the pupils	E
To be resilient and to be able to support pupils no matter their needs	E
To be confident in implementing new ideas that best support the pupils	E
Ability to develop and maintain good professional relationships with students, staff and parents	E
A strong commitment to one's own professional development	E
A willingness to become involved in wider School initiatives and activities	E
Punctual	E
Good attendance within current role	E

Policy Statement

This college has adopted the 'Safer School' approach and an ongoing culture of vigilance. We are committed to creating a safer environment in order to safeguard and promote the welfare of our students. We expect all staff, visitors and volunteers to share the same commitment.

We have in place measures that provide a safer environment for students which help to ensure that inappropriate or abusive behaviour is identified and dealt with at an early stage. This includes enhanced disclosure checks carried out on everyone having regular access to students and

- also checks on previous employment records
- checks with job referees
- checks on academic qualifications
- checks on health records and photographic identification
- all appointments are subject to the above checks and references
- all interviews include questions on candidate's child protection awareness.



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Safeguarding Statement

THIS IS A SAFEGUARDING SCHOOL

We have a duty to safeguard and promote the welfare of children.

If we have any concerns that a child may be suffering harm, we have no choice but to refer to Social Services when appropriate.

- ❖ The Senior Safeguarding Officer is Mrs E Brennan.
- ❖ The College Safeguarding Team are Mrs E Brennan, Mr A McVerry, Mr D McKeon and Mrs J Littleboy.
- ❖ The Nominated Governor for Child Protection is Sr Maureen Lomax.
- ❖ Copies of the College's Child Protection/Safeguarding policy can be obtained from the college on request.



Notre Dame Catholic College

How to apply

Application forms

- Please complete an application form downloaded from the 'Vacancies' page of the Notre Dame Catholic College website.
<https://www.notredameliverpool.com/vacancies>
- Please also attach an accompanying letter of support, addressed to the Headteacher of the school, maximum of two sides of A4 Arial font 12, addressing the following points:
 1. Why you are interested in the post.
 2. How you feel your experience and effectiveness to date make you a suitable candidate for the post.
 3. What contributions you could make to students' development within our college.
 4. Any particular areas of strength and expertise you have to offer.

Application deadline

Electronic applications should arrive by 8am on Tuesday, 21st September 2021.

Please email applications to:

recruitment@notredame.liverpool.sch.uk with 'Reading Strategy Coordinator' in the subject line. It is anticipated that interviews will take place during week commencing Monday 27th September 2021.

Feedback

We always receive a large number of applications and unfortunately, we cannot provide feedback for applications. If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful.



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