**Literacy Intervention Tutor**

**Responsible to:** Senior Literacy Intervention Tutor (or designated line manager)

**Liaises with:** The School SENCo

Classroom Teachers

Parents

Literacy Intervention Tutors in other partner schools

The Children’s Literacy Charity Support Team

**Job Objective:** To deliver the intervention programme to referred pupils

**Based at:** A Children’s Literacy Charity Partner School – Literacy Lab

**Main Duties:**

1. **Pupil Related**

* Deliver a multi-sensory literacy programme to primary and/or secondary aged pupils who are struggling to read and write. Pupils are taught one-to-one.
* Deliver one-to-one sessions that are interactive, stimulating, fun and incorporate a range of resources based on The Children’s Literacy Charity programme content and materials and working to the charity’s Quality Standards.
* Undertake assessment and review for all pupils referred
* Build a supportive and encouraging relationship with the pupils you are tutoring, helping them to reach their potential and gain in confidence.
* Maintain full pupil records and a register of all pupils; keep pupil profiles up to date and used appropriately.
* Complete termly pupil progress reports where appropriate.
* Regularly liaise with parents
* Seek and engage with feedback from supervisors to ensure the Literacy Lab activity is linked with teaching in the classroom

1. **School Related**

* Deputise for the Senior Literary Intervention Tutor in their absence as required
* Maintain the standard of the teaching environment and resources.
* Maintain a good relationship with school personnel. Act as an advocate for the charity maintaining a high profile within the school.
* Enter assessments accurately onto the data spreadsheet and complete them by the arranged deadlines.
* Support the charity in hosting occasional visitors to the Literacy Lab as required (funders, supporters, prospective volunteer visits).
* Provide pupil case studies and examples of work as required by the charity’s Fundraising Team

1. **Health and Safety**

* Read and adhere to all relevant Children’s Literacy Charity **and** school policies including the health and safety and safeguarding policies.
* Ensure that there is due care of pupils in the Literacy Lab
* Read and act on the charity’s and partner school’s Safeguarding policies.
* Support Senior Literacy Intervention Tutor in carrying out regular risk assessments of the Centre to maintain safety and security at all times

1. **General**

* Take responsibility for personal learning and development in order to continuously improve teaching and delivery including maintaining understanding of the general education environment.
* Be an advocate for the charity’s activities as an organisation
* Attend meetings for maintaining best practice, training and information sharing
* Be an active member of the team in order to ensure high quality, consistent delivery for pupils.

**Literacy Intervention Tutor: Person Specification**

We operate in a culture of flexibility, adaptability, initiative taking and team working and would expect to see these qualities in a Literacy Intervention Tutor

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| **EDUCATION** | * GCSE A\*-C or equivalent in English and Maths |
| **EXPERIENCE & KNOWLEDGE** | * Experience of working with or looking after primary or secondary aged children. * Experience of working or volunteering in a primary or secondary school an advantage. * Competent in Microsoft Office (Word, Excel, Outlook Internet Explorer) |
| **SKILLS & QUALITIES** | * Demonstrate empathy, understanding and patience towards children who are experiencing literacy difficulties, whilst having high expectations of what pupils can achieve. * Able to build a positive and supportive relationships with children * Strong organisational skills, able to prioritise and manage a varied workload * Proactive self-starter who enjoys working under own initiative * Excellent communication and interpersonal skills: able to relate and communicate with confidence and professionalism with all Springboard stakeholders. * Committed to working within the principle that the child / young person’s welfare and safety are paramount. * Good administration skills to maintain up to date files and records * Possess a positive and co-operative attitude towards working with others * Commitment to the aims and values of The Children’s Literacy Charity |

**References**

Two references and a Disclosure and Barring Service check will be taken up following a successful interview.

**Equal Opportunities**

The Children’s Literacy Charity recruits staff on the basis of their skills, experience, temperament and ability without regard to race, nationality, gender, age, sexuality, disability or religion.

Further information about the charity and a copy of our Impact Report can be found at www.thechildrensliteracycharity.org.uk.

**Outline Terms and Conditions**

**Hours:** 2/4 days per week

**Normal Hours:** 8:30am – 4:30pm

**Salary:** Full-time equivalent: £14,420

**Holidays:** In line with school holidays

**Terms:** Pension: If you are an eligible worker you will be auto enrolled into the NEST pension scheme. Details of this scheme will be sent upon commencement of employment.

If you are not an eligible worker you are still entitled to join the scheme upon request and The Children’s Literacy Charity will match contributions to your pension (up to 3%) after 6 months employees after 6 months of employment