**Peripatetic Literacy Tutor**

**Responsible to:** Schools Programme Manager

**Liaises with:** The Children’s Literacy Charity Support Team

The School SENCo and leadership team

West London Zone Link Worker

Parents

**Job Objective:** To deliver the charity’s intervention programme to children based in primary schools and in our community outreach

**Location:** Across schools in West London

**Main Duties:**

1. **Pupil Related**

* Deliver a multi-sensory literacy programme to primary 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 towards the charity’s Quality Standards.
* Build a supportive and encouraging relationship with the pupils you are tutoring, helping them to reach their potential and gain in confidence.
* Undertake assessment and review for all pupils referred.
* Maintain full individual pupil records and a register of all pupils. Keep pupil profiles up to date and used appropriately securely on the CLC server.
* Provide case studies, impact evidence and social value evidence as required by the WLZ
* Complete termly pupil progress reports.
* Deliver the assessments and reviews for pupils
* Liaise with parents as required

**Additional work in the community**

* Engage with the community in the local are to fill pupil places.
* Coordinate with the SPM on pupils’ attendance.
* Regularly liaise with parents.

1. **School related**

* Establish, develop and maintain a good relationship with school personnel and WLZ Link Worker. Act as an advocate for the organisation maintaining a high profile within the school.
* Ensure that the Literacy Lab’s activity is linked with the teaching taking place in the classroom.
* Arrange termly pupil progress meetings with the WLZ Link Worker to agree referrals and to review individual pupil progress and provision where appropriate.
* Contribute to a mid-year formal review meeting with WLZ Link Worker
* Ensure the Literacy Lab is a friendly and welcoming space for pupils. Maintain the teaching resources.

1. **Health and Safety**

* Read and adhere to all relevant Children’s Literacy Charity **and** school policies including the school’s health and safety and safeguarding policies.
* Ensure that there is due care of pupils when with you
* Read and act on the charity’s Safeguarding policies
* Assist with regular risk assessments of the Literacy Lab space to maintain safety and security at all times

1. **Administration**

* Ensure that assessments are entered accurately onto the data spreadsheet and are completed by the arranged deadlines.
* Provide pupil case studies and examples of work as required by the charity’s Fundraising Team
* Complete an attendance register on a daily basis for both CLC and WLZ
* Be responsible for CLC equipment used in a mobile environment

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**.**
* Attend meetings for maintaining best practice, training and information sharing
* Be an advocate for the organisation’s activities

**Peripatetic Literacy 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 Tutor.

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|  | Essential | Desirable |
| **EDUCATION** | * Educated to degree level or equivalent qualification is essential. | * An SpLD certificate level qualification is desirable * Qualified Teacher Status (QTS) * ESOL and CELTA qualifications |
| **EXPERIENCE & KNOWLEDGE** | * A minimum of 3 years teaching a phonics or reading/literacy based programme in a primary or secondary school setting. * Experience of working with children with literacy difficulties. | * Experience of one-to-one tutoring * Proven record of being able to heighten pupils’ confidence and self-esteem * Knowledge of different learning styles. |
| **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 positive and supportive relationships with children * Strong organisational skills, able to prioritise and manage a varied workload * Highly motivated, proactive self-starter who enjoys working under own initiative. * Able to work flexibly with excellent time-keeping * Committed to working within the principle that the child / young person’s welfare and safety are paramount * A high level of administration skills to maintain up to date files and records * Possess a positive and co-operative attitude towards working with others * Competent in Microsoft Office (Word, Excel, Outlook, Internet Explorer) * Strong communication and interpersonal skills: able to relate and communicate with confidence and professionalism with all stakeholders. * Willingness to undertake further training and development in order to maintain quality delivery |  |

**References**

Two references and a Disclosure and Baring Service Enhanced Disclosure 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: to be agreed (min 16 hours per week in term time)**

Normal hours: flexible

**Salary:** £21,000 pa (pro rata)

**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