**Community Literacy Tutor**

**Responsible to:** Schools Programme Manager

**Liaises with:** Other Community Literacy Tutors

Parents

Volunteers

**Job Objective:** To deliver the intervention programme, assess and record progress

**Based at:** A Community Literacy Lab

**Main Duties:**

1. **Pupil Related**

* Deliver a multi-sensory literacy programme to primary aged children who are struggling to read and write. Deliver one-to-one sessions that are interactive, stimulating, fun and incorporate a range of resources based on the charity’s programme content and materials.
* Undertake assessment and review for all children who attend
* Build a supportive and encouraging relationship with the children you are tutoring, helping them to reach their potential and gain in confidence
* Maintain records and a register of all children
* Regularly liaise with parents

1. **Health and Safety**

* Read and adhere to all relevant charity policies including the health and safety policy
* Ensure that there is due care of children in the Literacy Lab
* Read and act on the charity’s Safeguarding policy
* Support the Project Manager in carrying out regular risk assessments of the Literacy Lab to maintain safety and security at all times

1. **General**

* Be an advocate for The Children’s Literacy Charity activities as an organisation
* Be an active member of the team in order to ensure high quality, consistent delivery for children.

**Community 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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| **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, web browsing and email communications) |
| **SKILLS & QUALITIES** | * Demonstrate empathy, understanding and patience towards children who are experiencing literacy difficulties, whilst having high expectations of what they can achieve. * Able to build a positive and supportive relationships with children * 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 charity stakeholders. * Committed to working within the principle that the child / young person’s welfare and safety are paramount. * 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:** 3 - hour sessions booked with School Programme Manager

(Minimum of two sessions a month)

**Normal Hours:** Saturday (am & pm); week days after 3.00pm

**Salary:** £10.20 per hour

**Holidays:** statutory holiday entitlement