**Dynamo Readers Intervention Tutor**

**Responsible to:** Schools Programme Manager

**Liaises with:** The School’s leadership team

The Children’s Literacy Charity Support Team

**Job Objective:** To deliver the charity’s ‘Dynamo Readers’ pilot project and to manage the day to day running of the project

**Based at:** A Children’s Literacy Charity Partner School – Harlesden, NW London

**Main Duties:**

1. **Pupil Related**

* Deliver ‘Dynamo Readers’ reading comprehension pilot project to 15x Year Six pupils (aged 10-11) who require additional support with reading and in particular comprehension. Pupils are taught one-to-three.
* Deliver one-to-three sessions that are engaging, relevant, skills-focused and incorporate resources based on the project content and materials.
* Use teaching and learning objectives to plan, evaluate and adjust lesson/work plans as appropriate
* Build a supportive and encouraging relationship with the pupils you are teaching helping them to reach their potential and gain in confidence.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance.
* Promote positive behaviour and attitudes between pupils.
* Undertake assessments pre and post programme and for all pupils.
* Maintain and update pupil records and a register of all pupils.
* Provide feedback to pupils in relation to progress and achievement.
* Lead the assessment and evaluation for the project for all pupils including advising on assessment process, content and delivery.

1. **School related**

* Establish, develop and maintain a good relationship with school personnel. Act as an advocate for the charity maintaining a high profile within the school.
* Ensure that there is appropriate communication between class teachers and tutors.
* Liaise and communicate with the schools’ SLT on changes in timetable and pupils attendance.
* Ensure the teaching space is friendly and welcoming for pupils and visitors.
* Organise and manage the appropriate learning environment and resources

1. **CLC staff and volunteer related**

* Manage the planning and direction of the volunteer providing plans and resources for them to use.
* Work collaboratively with the volunteer sharing information on progress and achievement.
* Liaise with the SPM for additional resources and guidance on adjusting the lessons to cater for individual needs.
* Report to the Senior Tutor on mid-term pupil progress.

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 in the teaching space and whilst in the care of CLC staff.
* Read and act on the charity’s Safeguarding policies and ensure that other staff and volunteers comply with the policy.
* Carry out regular risk assessments of the teaching 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.
* Work closely with the Senior Tutor to evaluate the project and present pupil’s progress and attainment.
* Provide pupil case studies and examples of work as required by the charity’s Fundraising Team.

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 charity’s activities as an organisation.
* Be an active member of the team in order to ensure high quality, consistent delivery for pupils.

**Dynamo Readers 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 the Dynamo Readers Intervention Tutor.

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| **EDUCATION** | * Educated to degree level or equivalent qualification is essential * Higher Level Teaching Assistant (HLTA) qualification is desirable * An SpLD certificate level qualification is desirable. * Qualified Teacher Status would be an advantage. |
| **EXPERIENCE & KNOWLEDGE** | * Experience of working in a primary or secondary school setting. * Experience of teaching and/or tutoring primary or secondary school children with literacy difficulties. |
| **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 * Proactive self-starter who enjoys working under own initiative * 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 * Competent in Microsoft Office (Word, Excel, Outlook Internet Explorer) * Good communication and interpersonal skills: able to relate and communicate with confidence and professionalism with all Springboard stakeholders. * Experience of facilitating literacy assessments for children * Experience of delivering 1:1 or small group literacy interventions to a range of children and young people with literacy challenges. * Commitment to the aims and values of The Children’s Literacy Charity. |

**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:** 2 days per week. Tuesdays & Thursdays

**Normal Hours:** 8:30am – 4:30pm

**Salary:** £85 - £110 per day (dependent on tutor’s skills and experience)

**Length of contract:** From 19th April to 31st July 2021 (contract may be extended subject to success of the programme)