



Specialist Literacy Tutor

Responsible to: Schools Programme Manager

Liases with: The School Communication Lead, the leadership team and parents
The Children's Literacy Charity Staff in other partner schools
The Children's Literacy Charity Support Team

Job Objective: To deliver the charity's intervention programme in a special school setting and to manage the day to day running of the Literacy Lab

Based at: A Children's Literacy Charity Partner School

Main Duties:

1. Pupil Related

- Deliver a multi-sensory literacy programme to secondary aged pupils with profound and multiple learning difficulties. Students are taught one-to-one or one-to-three.
- Deliver one-to-one or one-to-three 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.
- Develop and implement personalised learning plans that support the students' targets.
- Ensure that adequate resources are provided for one-to-three groups e.g. reading books.
- Build a supportive and encouraging relationship with the students you are tutoring, helping them to reach their potential and gain in confidence.
- Use formative assessment as a tool for monitoring and reviewing student progress
- Maintain full individual student records and a register of all pupils. Keep student profiles up to date and used appropriately.
- Complete termly pupil progress reports.
- Lead the assessment and reviews for all pupils including advising on assessment process, content and delivery.
- Regular liaison with the Key School Contact (Communication Lead) and collaborate with other members of the educational team.
- Regular liaison with parents.

2. 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 one-to-three groups are chosen carefully based on the children's needs and the group dynamics.

- Ensure that the Literacy Lab's activity is linked with the teaching taking place in the classroom and that there is appropriate communication between class teachers and tutors.
- Arrange termly pupil progress meetings with School SENCo to agree referrals and to review individual pupil progress and provision.
- Contribute to a mid-year formal review meeting with Head Teacher and SENCo.
- Ensure the Literacy Lab is friendly and welcoming for pupils and visitors. Maintain the teaching environment and resources.

3. Literacy Intervention Tutor Supervision

- Where there is more than one tutor in a school, to manage the performance of tutors providing regular supervision, a catch-up meeting per term and an annual appraisal.

4. Safeguarding and Child Protection

- Protecting children is a central pillar of the charity, all staff must know, understand and act on the charity's clearly established Safeguarding policies and in line with the School's own Safeguarding procedures.
- The charity ensures that all safer recruitment practices are implemented in compliance with legislation.

5. 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.
- Regularly update other Literacy Intervention Tutors in the school (if any) on their responsibilities and the content of relevant policies.
- Ensure that there is due care of pupils in the teaching space and whilst in the care of CLC staff.
- Carry out regular risk assessments of the teaching space to maintain safety and security at all times.

6. 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.
- Ensure all records and data are kept in line with the charity's GDPR policy.

7. 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
- Host occasional visitors to the Literacy Lab as required (funders, supporters, prospective volunteer visits).

- 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.

Specialist 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 Senior Literacy Tutor.

EDUCATION	<ul style="list-style-type: none"> • An SpLD certificate level qualification is desirable. • Educated to degree level or equivalent qualification is essential; and QTS would be an advantage.
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Experience of working in a primary or secondary school setting. • Experience of teaching and/or tutoring primary or secondary school children with additional needs or literacy difficulties.
SKILLS & QUALITIES	<ul style="list-style-type: none"> • Demonstrate empathy, understanding and patience towards children with profound learning needs and 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) • use special equipment and facilities, such as audio-visual materials and computers to stimulate interest in learning and aid concentration and understanding • Good communication and interpersonal skills: able to relate and communicate with confidence and professionalism with all school staff and other CLC stakeholders • Experience of working in a SEND environment • Experience of engaging directly with parents



	<ul style="list-style-type: none">• Commitment to the aims and values of The Children's Literacy Charity.
--	---

Safer Recruitment

In line with the charity's Safer Recruitment Policy, the postholder will be subject to necessary clearances including an Enhanced DBS check, satisfactory references, Teaching Prohibition Check and Right to Work check.

Equal Opportunities

The Children's Literacy Charity recruits staff on the basis of their skills, experience, relevant qualifications and ability. The charity values the collective experiences, talent, perspectives, cultures and unique attributes of the people connected to us. Our work is underpinned by a belief that all individuals should be treated fairly and all should have access to equal opportunities.

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, term time only. Contract initially for one academic year, to be reviewed in the spring term
Normal Hours:	8:30am – 4:30pm
Salary:	Full-time equivalent: £27,000
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.