



## Story Lab Tutor

**Responsible to:** Schools Programme Manager

**Liases with:** The School SENCo and leadership team  
Parents  
The Children's Literacy Charity Support Team (Education Lead and Programme Delivery Manager)

**Job objective:** To deliver the charity's Story Lab intervention programme and to manage the day to day running of the Story Lab

**Based at:** A Children's Literacy Charity Partner School

---

### Main Duties:

#### 1. Pupil Related

- Deliver the Story Lab programme two mornings per week to Nursery / Reception pupils. Pupils are taught one-to-five
- Deliver one-to-five sessions that are interactive, stimulating, fun and reflect the Story Lab programme and rationale and work 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
- Complete termly pupil progress reports and lead the assessment and review for all pupils

#### 2. School related

- Establish, develop and maintain a positive and effective working relationship with school personnel. Act as an advocate for the charity, upholding and promoting a good reputation for the charity within the school, particularly with EYFS staff
- Ensure that there is appropriate open and productive communication between class teachers and tutors and that staff are aware of the content of the Story Lab sessions
- Provide regular feedback to class teacher(s) and EYFS Lead
- Arrange end of term pupil progress meetings with EYFS Lead / School SENDCo to agree referrals and to review individual pupil progress and provision
- Ensure Story Lab is a friendly, nurturing and welcoming space for pupils and visitors. Maintain the teaching environment and resources

### 3. Parental Engagement

- Regularly liaise with parents and use the school's online journal as a means of regular communication
- Liaise with school KSC (Key School Contact) to encourage attendance at workshops
- Ensure that parents receive regular updates and communications
- Support and promote parental engagement programmes initiated by the charity and the Story Lab Parental Engagement manager as and when appropriate and provide regular feedback to the head office team as this aspect of the charity's work grows

### 4. 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 Literacy Intervention Tutors on their responsibilities and the content of relevant policies.
- Ensure that there is due care of pupils in the Story Lab and whilst in the care of Lab staff
- Read and act on the charity's Safeguarding policies and ensure that other staff comply with the policy
- Carry out regular risk assessments of Story Lab to maintain safety and security at all times.

### 5. Administration

- Ensure that assessments are entered accurately onto the data spreadsheet and are completed by the arranged deadlines and in line with GDPR guidance.
- Provide pupil case studies and examples of work as required by the charity's Head Office team, for general communications and fundraising work

### 6. 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 Story Lab as required (funders, supporters, prospective volunteer visits).
- Be an advocate for the charity's activities from an organisation wide perspective
- Be an active member of the whole education team in order to ensure high quality, consistent delivery for pupils.
- Work with the Story Lab Manager and wider Education team, actively contributing as appropriate to the development of the Story Lab programme throughout the trial stages

## Story Lab 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 Story Lab Tutor.

<p><b>EDUCATION</b></p>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent qualification is essential; and QTS would be an advantage</li> </ul>
<p><b>EXPERIENCE &amp; KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in a primary school setting</li> <li>• EYFS experience is desirable</li> <li>• Experience of teaching and/or tutoring primary school children with literacy difficulties</li> </ul>
<p><b>SKILLS &amp; QUALITIES</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate empathy, understanding and patience towards children who are experiencing difficulties with language and communication, whilst having high expectations of what pupils can achieve</li> <li>• Able to build positive and supportive relationships with children</li> <li>• Able to engage 'hard to reach' children effectively and deliver 1:5 tuition in an encouraging, positive and enthusiastic manner, ensuring all children engage with the programme</li> <li>• Strong organisational skills, able to prioritise and manage a varied workload</li> <li>• Proactive self-starter who enjoys working under own initiative</li> <li>• Committed to working within the principle that the child / young person's welfare and safety are paramount</li> <li>• Good administration skills to maintain up to date files and records</li> <li>• Possess a positive and co-operative attitude towards working with others</li> <li>• Competent in Microsoft Office (Word, Excel, Outlook Internet Explorer)</li> <li>• Good communication and interpersonal skills: able to relate and communicate with confidence and professionalism with all CLC stakeholders.</li> <li>• Experience of facilitating language / literacy assessments for children</li> <li>• Experience of engaging directly with parents</li> <li>• Commitment to the aims and values of The Children's Literacy Charity.</li> </ul>



---

### **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](http://www.thechildrensliteracycharity.org.uk).

---

### **Key Terms and Conditions**

<b>Hours:</b>	2 days per week, term time only. Contract initially until the of the Summer term (July 2025)
<b>Normal Hours:</b>	3.5 hours per day (mornings) twice a week over a 12-week term (7 hours per week)
<b>Rate:</b>	£20 per hour
<b>Holidays:</b>	To be taken in line with school holidays
<b>Pension:</b>	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 of employment