



Reading Lab 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 Reading Lab programme
- Based at:** A Children's Literacy Charity Partner School
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Main Duties:

1. Pupil Related

- Deliver the Reading Lab programme to 15x children who require additional support with reading and in particular comprehension. Pupils are taught one-to-three.
- Deliver five, 45-minute, one-to-three sessions two days a week that are engaging, relevant, skills-focused and incorporate resources based on the project content and materials to allow children who have fallen behind with their literacy to catch up.
- Use teaching and learning objectives to plan, evaluate and adjust lesson/work plans as appropriate to meet individual and group needs.
- Build a supportive and encouraging relationship with the pupils you are teaching helping them to close their literacy gap, grow in confidence and realise their potential.
- Promote independence and resilience and employ strategies to recognise and reward achievement.
- Promote Reading for Pleasure.
- Promote positive behaviour and attitudes as well as an environment of mutual support for and between pupils.
- Undertake CLC assessments pre and post programme and for all pupils.
- Maintain and update pupil records and a register of all pupils.
- Provide feedback to pupils and the school 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.

2. School related

- Establish, develop and maintain a good relationship with the school.
- Ensure that there is effective and appropriate communication with all relevant school personnel: class teachers; SENCOs, Deputies and Heads.
- Liaise and communicate with the schools' SLT on any relevant CLC changes to policy, procedure or programme and also in regard to pupil attendance or notifiable change in circumstances.
- Organise and manage the appropriate learning environment and resources.
- Ensure the Reading Lab space is safe, friendly and welcoming.
- Act as an ambassador for the charity maintaining a positive profile within the school.

3. CLC staff related

- Liaise with the SPM for additional resources and guidance on adjusting the lessons to cater for individual needs.
- Report to the Schools Programme Manager on mid-term pupil progress.

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.
- Tutor will ensure that photo permission from parents is given before taking photographs. Tutor ensures that only children with signed parental consent will be photographed.
- 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.
- 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.
- Work closely with the Schools Programme Manager 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.

7. General

- Take personal responsibility for personal learning and development in order to continuously improve teaching and delivery including maintaining understanding of the general education environment.
- Attend Tutor meetings for maintaining best practice, training and information sharing and ensure compliance with mandatory Safeguarding training.
- Be an advocate for the charity's work and do not bring the charity into disrepute.
- Be a proactive member of the team, sharing best practice and learnings in order to ensure high quality, consistent delivery for pupils.

Reading 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 the Reading Lab Tutor.

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| <p>EDUCATION</p> | <ul style="list-style-type: none"> • 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. |
| <p>EXPERIENCE & KNOWLEDGE</p> | <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 literacy difficulties. |
| <p>SKILLS & QUALITIES</p> | <ul style="list-style-type: none"> • 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 Barring 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 key policies can be found at www.thechildrensliteracycharity.org.uk.

Outline Terms and Conditions

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| Hours: | Minimum 2 days per week, term time only |
| Normal Hours: | 8:30am – 4:30pm |
| Salary: | £105 per day |
| Length of contract: | Ten-week tutoring blocks with additional training time (contract may be extended subject to demand) |
