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## Senior Literacy Tutor

**Responsible to:** Schools Programme Manager

**Liases with:** The School SENCo and leadership team  
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 and to manage the day to day running of the Literacy Lab

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

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### Main Duties:

#### 1. Pupil Related

- Deliver a multi-sensory literacy programme to primary or secondary aged pupils who are struggling to read and write. Pupils are taught one-to-one
- Deliver one-to-one 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
- 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
- Advise and support others in writing reports where necessary
- Lead the assessment and reviews for all pupils including advising on assessment process, content and delivery
- Regularly liaise 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 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 Related**

- Manage the performance of tutors providing regular supervision, - one catch up meeting per term and an annual appraisal.

### **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 Literacy 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 the Literacy 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.
- Provide pupil case studies and examples of work as required by the charity's Fundraising Team.

### **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 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.

## Senior Literacy 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 a Senior Literacy Intervention Tutor.

<p><b>EDUCATION</b></p>	<ul style="list-style-type: none"> <li>• An SpLD certificate level qualification is desirable.</li> <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 or secondary school setting.</li> <li>• Experience of teaching and/or tutoring primary or secondary 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 literacy difficulties, whilst having high expectations of what pupils can achieve.</li> <li>• Able to build positive and supportive relationships with children</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 literacy assessments for children</li> <li>• Experience of delivering The Children's Literacy Charity programme to a range of children and young people with literacy challenges.</li> <li>• Experience of engaging directly with parents</li> <li>• Commitment to the aims and values of The Children's Literacy Charity.</li> </ul>



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

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## Outline Terms and Conditions

**Hours:** 2 days per week, term time only.  
Contract initially for one academic year

**Normal Hours:** 8:30am – 4:30pm

**Salary:** £9,480 per annum (Full-time equivalent: £23,700)

**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 and The Children's Literacy Charity will match contributions to your pension (up to 3%) after 6 months of employment.