



# JOB DESCRIPTION

Job Title:

## Literacy Mentor

Location:

## Malcolm Arnold Academy

### Job Purpose:

Responsible for raising the attainment of students where there is a specific literacy need identified. By providing our students with fundamental literacy interventions, the role ensures equality of opportunity for all to fully access the curriculum. In this role, you would also be accountable for achieving the highest possible standards in work and conduct

### Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### Reporting To

Lead Practitioner/Assistant Principal

### Salary:

NJC 9

## KEY RESPONSIBILITIES

- ★ Responsible for the learning and achievement of students with specific literacy needs, such as those with low reading comprehension ages and English as an Additional Language
- ★ Ensuring equality of opportunity for all and being accountable for achieving the highest possible standards in work and conduct.
- ★ Delivering lessons and literacy interventions to groups or individual students.
- ★ Assisting in the preparation and delivery of work programmes to groups or individual students, particularly the delivery of literacy interventions.
- ★ Assess work, monitor progress and assessing developing needs.
- ★ Review data every term to ensure progress is being made.
- ★ Lead literacy intervention meetings as required.
  - Gather information from colleagues
  - Meet families and staff as appropriate
  - Prepare reports
- ★ Lead and be responsible for marking and assessment of students work.
  - Be creative with the planning and preparation of activities for literacy interventions.
  - Assist with the delivery of local and national initiatives.
- ★ Promote development and learning (physical, emotional, educational, social)
  - Have familiarity with all relevant statements of special educational needs
  - Foster growth, self-esteem, and independence.
  - Observe and record development of students.
- ★ Providing a first point of contact with students, families, external agencies, and universities as required
- ★ Have a clear understanding of the needs of the pupils you tutor, including those with special educational needs; EAL; SEND; and be able to use and teaching approaches to effectively support them.
- ★ Set independent study and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- ★ Participate in arrangements for examinations and assessments within the remit of the school.
- ★ Promote and arrange extra curriculum activities.

## BEHAVIOUR AND SAFETY

- ★ Establish a safe, purposeful, and stimulating environment for pupils, rooted in mutual respect and the academy framework for discipline with a range of strategies, using praise, sanctions, and rewards consistently and fairly.
- ★ Have high expectations of behaviour, promoting self-control and independence, whilst understanding that teaching students how to behave is part of our role.
- ★ Perform other duties as directed and within the remit of the school.
- ★ Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## **COMMUNICATION AND RELATIONSHIPS**

- ★ Communicate with families and carers over pupils' progress and participate in family workshops, Family' evenings and other whole school events.
- ★ Develop and maintain positive relationships with their staff and families/carers.

## **ADMINISTRATION**

- ★ Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- ★ Participate in and conduct any administrative and organisational tasks within the remit of the school.

## **PROFESSIONAL DEVELOPMENT**

- ★ Participate in regular in-service training (INSET), CPD sessions and personalised continued professional development.
- ★ Undertake critical self-evaluation and participate in CPD designed to enhance the quality of teaching or other working practices.

## **SAFEGUARDING**

- ★ To do all that you should to ensure that you safeguard and promote the welfare of students in the Academy.

## **OTHER**

- ★ Have a working knowledge of tutor's professional duties and legal liabilities.
- ★ Always operate within the stated policies and practices of the school.
- ★ Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- ★ To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ A good standard of education (GCSE's including Maths and English)	✓	
★ Evidence of applying continued professional development.	✓	
★ Evidence of specific additional languages spoken.		✓
<b>Experience</b>		
★ The ability to quickly establish positive relationships with pupils and families.	✓	
★ Experience of working with individuals or groups of students.	✓	
★ Understanding of supporting people with low reading levels, such as an awareness of phonics and early reading development		✓
<b>Skills and Knowledge</b>		
★ Good organisational skills and the ability to work under pressure	✓	
★ Ability to communicate effectively both orally and in writing with students, colleagues, clients, and academy staff at an appropriate level.	✓	
★ Flexible attitude and ability to work as part of a team	✓	
★ Enthusiasm for learning and the ability to enthuse and motivate students	✓	
<b>Personal Qualities</b>		
★ Well-motivated, enthusiastic with a can-do attitude. Ability to get others to be enthusiastic and motivated.	✓	

★ Honesty and integrity.	✓	
★ Good organisation and time management skills.	✓	
★ To be a positive role model to our pupils.	✓	
★ Be flexible and resilient in response to a changing educational environment.	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; always considering, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information, and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Rigorous recruitment procedures ensure in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role.	✓	

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*