



<b>Name:</b>	
<b>Salary Scale:</b> Scale 4, Points 7 - 11	<b>Job Title:</b> Literacy Support Worker
<b>Hours per Week:</b> 4 days a week over 22 hours, term-time only plus 1 INSET Day in September. 5.5 hours per day, 8.50am to 3.10pm – 40 minutes for lunch. Flexibility with working times if necessary.	<b>Salary:</b> FTE: £28,383 to £30,253 Actual salary: £14,409 to £15,358

<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>Plan, deliver and evaluate appropriate individual or small group interventions for pupils with low literacy levels and other barriers to learning. These include Speech Language and Communication Needs, Dyslexia, Autistic Spectrum Condition, delayed cognition, Visual Impairment, as well as other diagnoses/difficulties.</li> </ul>

<b>SCOPE OF JOB (Budgetary/resource control, impact)</b>
<ul style="list-style-type: none"> <li>Working with children who have low literacy levels and SEND needs</li> <li>Has access to confidential information.</li> </ul>

<b>POSITION WITHIN UNIT STRUCTURE</b>
<ul style="list-style-type: none"> <li>Reports to the SENDCo.</li> </ul>

<b>KNOWLEDGE, SKILLS &amp; EXPERIENCE</b>
<ul style="list-style-type: none"> <li>Knowledge or working practice in the education sector and/or schools/academies.</li> <li>Degree or equivalent level 4 qualification.</li> <li>Ability to relate sympathetically to children.</li> <li>Experience, or empathy with, working with pupils from a range of backgrounds and with differing needs.</li> <li>Ability to accept guidance and direction from outside agencies and SENDCo.</li> <li>Ability to work independently and as part of a team</li> <li>Sit on the Inclusion Panel and contribute to meetings.</li> <li>Ability to prepare and deliver suitable resources.</li> <li>Ability to track and monitor progress and support the development of pupils' literacy</li> <li>An understanding of the necessity to maintain strict confidentiality.</li> <li>Excellent interpersonal and communication skills (both oral and written).</li> <li>Ability to communicate effectively with students, teachers and other members of staff, parents and professionals.</li> <li>IT literate and able to use appropriate software.</li> <li>Ability to be flexible in relation to working hours, as required each academic year.</li> <li>A commitment to inclusive education.</li> <li>Understanding of the educational objectives of the school.</li> <li>Commitment to training/development of knowledge.</li> <li>Understanding of child protection issues (training provided).</li> </ul>

## JOB ACCOUNTABILITIES

- Maintain and develop a high standard of educational provision within 1:1 and small group interventions. This will include delivery of our Fresh Start programme (training can be provided) and support with student handwriting.
- Identify gaps in learning, and deliver appropriate interventions.
- Keep written records and support the development of pupils' literacy and, where appropriate, numeracy skills.
- Meet with outside agencies and deliver specific interventions.
- Liaise with the SENDCo to provide additional support and advice for teaching staff.
- Contribute to Annual Review Reports and attend Annual Reviews when appropriate.
- Contribute towards the ethos of the school and the provision of a positive educational experience for all its pupils.
- Provide, as far as is possible and through the use of EHCPs and specialist reports, for the individual needs of each pupil.
- Enable each child to develop as an independent learner.
- Have a secure knowledge of the content of the wider curriculum, in order to support pupils which includes delivering the Newlands Teaching Essentials where appropriate
- Complete a weekly duty
- Attend whole staff training.
- Work independently and as part of the SEND team.
- Maintain strict confidentiality.
- Influence the behaviour of pupils by reinforcing the school's behaviour policy.
- communicate with relevant staff, parents/carers about provision, challenges and progress

### Specific Responsibilities

The following responsibilities should always be undertaken in accordance with school policy:

- Undertake reasonable responsibilities additional to this job description as requested by the Headteacher
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately
- Attend meetings with teachers and other specialist professionals and provide information on individual cases to enable action plans to be prepared.

### Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	Degree or equivalent level 4 qualification.	HLTA qualification or experience.  SpLD level 5 qualification.	Exam certificates
Job Competence summary (knowledge, skills, abilities, experience)	Knowledge or working practice in the education sector and/or schools/academies.  Ability to prepare and deliver suitable resources.  IT literate and able to use appropriate software.	Secondary school teaching assistant experience.  Experience of working with outside agencies and professionals.  Knowledge of phonics	Professional References

	Ability to communicate effectively with individuals and groups of pupils, teachers and other members of staff, parents and professionals.  A satisfactory enhanced DBS check	programme/Fresh Start	Online DBS completed by school after interview
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies.	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

**Every job description will be subject to review on an annual basis, or**

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_