



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Literacy Tutor

St Ivo Academy

ROLE SPECIFICATION

Academy / Department	St Ivo Academy
Post title	Literacy Tutor
Responsible to	Assistant Principal
Full time Salary	SCP 15-19 £30,024 – £32,061
Pro-Rata Actual Salary	£25,751 to £27,498
Working Pattern	Monday to Friday 8.00am to 4.00pm (3.30pm Fridays)
Pension	LGPS
Working Hours	37 hours per week, Term Time Only
Line Management Responsibility	No

ROLE SUMMARY

The Literacy Tutor is required to provide high quality and targeted tuition either with individuals or small groups of scholars. In addition, delivering intervention through an organised approach to support the learning of identified scholars in order to raise their levels of attainment.

The Literacy Tutor is also required to oversee the school Library (where required).

KEY RESPONSIBILITIES

- ★* Ensure high standards of delivery of the Fresh Start Programme leading to outstanding progress and attainment (reading age above 9.5 and bridging the chronological age of all scholars within Key Stage 3 and 4)
- ★* Create and develop a climate to promote and support reading for pleasure across the school
- ★* Support scholars in out of hours learning by opening the library before and after school, and during break times
- ★* Deliver interventions through an organised approach to support the learning of identified scholars in order to raise their levels of attainment
- ★* Lead on improving the rates of progression for identified scholars by liaising with the key stakeholders about their learning
- ★* Meet with the intervention lead in order to identify areas for development and support, plan the learning programme and agree required outcomes
- ★* Establish a relationship and understanding of learning needs before the delivery of the intervention and agree the times of their sessions
- ★* Provide feedback to the Senior Leadership Team link and agree next steps
- ★* Develop and embed a consistent approach to delivering the Fresh Start Programme
- ★* Assist in maintaining a secure and positive climate to learning and behaviour
- ★* Contribute to the whole school approach to the development of basic skills
- ★* Consistently deliver good/outstanding delivery of the Phonics programme and scholar outcomes (increase reading age)
- ★* Run the school library, checking out books and recording their return, greeting scholars as they enter the library

- ★* Supervise scholars using the library for independent study and maintain a welcoming, supportive atmosphere conducive to positive learning experiences
- ★* Create and demonstrate a welcoming and user-friendly learning environment at all times of the working day
- ★* Research and purchase new text to keep the library current and reading material exciting
- ★* All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ★* Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★* All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★* All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role

This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
QTS or HLTA status		•
GCSE English and Maths Grade C/4 or above education or equivalent	•	
Specialist skills and training in curriculum or learning area	•	
Training in relevant learning strategies	•	
Experience		
Significant experience of working in a school environment	•	
Experience of working with scholars with additional needs	•	
Knowledge		
Good understanding of child development and learning processes	•	
Full working knowledge of relevant policies and legislation	•	
Working knowledge and experience of implementing national / foundation stage curriculum and other relevant learning programmes and strategies	•	
Professional Skills		
The ability to be able to communicate effectively in a	•	

range of situations and be able to adapt style and approach were necessary to achieve the desired outcome		
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
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Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org