



Lincolnshire Gateway Academies Trust

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Trust's ethos to promote performance management and quality service.

Job Title: Literacy and Reading TA

Responsible to – Literacy Coordinator

Job Overview

To monitor, plan and deliver Read, Write Inc and Reading Plus interventions and supporting in the development of literacy. Provide effective overview and management of the academy's library resource. This facility is open to students at break and lunch times. A key part of the role will be providing an inclusive space for students to use at these times as well as part of planned lesson time activities.

Main Responsibilities

Under the direct leadership and supervision of the Literacy Coordinator the postholder will undertake a range of duties, which may include:

- Manage and support Read, Write, Inc and Reading Plus interventions
- Open and manage the library and key times of the day.
- Plan and provide literacy events and activities
- Provide a rich, inclusive literary space for students and staff.
- To maintain the reading provisions within the school.

General

- The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
- The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.



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- The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.