



## JOB DESCRIPTION – Literacy Intervention Assistant

<b>Responsible to:</b>	Head Teacher & Governing Body
<b>Line Manager:</b>	Lead Intervention Teacher and the SENDCo
<b>Salary:</b>	United Learning, Band 2 Vocational, starting salary: <b>£28,459 per annum (Actual Salary, term time, £24,557 per annum)</b>
<b>Purpose:</b>	To deliver high quality, targeted literacy interventions using the Read Write Fresh Start programme for students in KS3 and KS4 who are working significantly below age related expectations in reading and writing.
<b>Hours of work:</b>	37.5 hours per week – 5 days a week (8.00am – 4.00pm (30 minutes unpaid lunch). Term Time plus 5 INSET days.

### Principle responsibilities

- To deliver high quality, targeted literacy interventions using the Read Write Fresh Start programme for students in KS3 and KS4 who are working significantly below age related expectations in reading and writing.
- The post holder will work closely with the SEND and English teams to ensure students make rapid, sustained progress in reading accuracy, fluency, comprehension, and confidence.

### Main Duties and responsibilities

#### Assessment & progress monitoring

- Conduct baseline reading assessments
- Track and record student progress each session using school systems

#### Collaboration & communication

- Attend relevant training, team meetings and CPD sessions.
- Liaise with the English department, SEND team and pastoral staff regarding student progress and needs.



## Classroom support (where required)

- Support students with literacy needs in mainstream lessons to reinforce Fresh Start strategies.
- Model and promote high expectations for reading and writing across the school.

## Safeguarding & compliance

- Uphold all school safeguarding policies and procedures.
- Maintain accurate attendance records for intervention groups.
- Ensure learning materials and resources are used appropriately and safely.

## All employees in the School are expected to:

- Support the vision, values and objectives of the School and demonstrate a collaborative, team working approach to school improvement.
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
- Effectively represent the School when liaising with contractors and outside agencies/organisations.
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues.
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
- Attend school events as required and make a positive contribution during such events.
- Attend regular meetings including morning briefings.
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.
- The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder.
- The School 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.



## Person Specification – LITERACY INTERVENTION ASSISTANT

Minimum requirements	Essential	Desirable
<b>Qualification/Training etc</b>		
Good general standard of education, with strong numeracy and literacy skills	•	
<b>Knowledge and Understanding</b>		
Good knowledge or ICT, including MS Office, word, excel and emails)	•	
Experience working with children or young people in an educational setting.	•	
Experience delivering Fresh Start or another structured phonics/literacy programme.		•
Previous work with SEND students or those with low reading ages.		•
Training in phonics, literacy interventions, or reading development.		•
Experience using data systems such as Edukey Provision Map.		•
<b>Skills &amp; Abilities</b>		
Working in a busy environment	•	
Flexibility and ability to manage workload effectively	•	
Ability to build positive, trusting relationships with students.	•	
Excellent communication and organisational skills.	•	
Able to work independently and as part of a wider team.	•	
A commitment to safeguarding and inclusive practice.	•	