



**THE BILLERICAY SCHOOL**

A Compass Education Trust School

<b>Job Title</b>	<b>Literacy Support Assistant</b>
<b>Grade/Salary</b>	£18,681.16 – £20,199.90 Annual actual (including outer fringe) Scale 4 Point 8 – Scale 5 Point 13
<b>Hours</b>	30 hours per week 38 weeks per year (Term time only)
<b>Date Required</b>	3 September 2026
<b>Closing Date</b>	2 July 2026, midday
<b>Interview Date</b>	w/c 6 July 2026
<b>Reporting To</b>	Assistant Headteacher – SENDCo

### Details

We seek a committed and enthusiastic person to support our Personalised Learning team in the delivery of our literacy intervention programme.

The ideal candidate will support students to access the curriculum in line with the code of practice, school policies and procedures. They will be working with small groups of students to deliver a literacy programme, specifically focusing on phonics, reading and comprehension.

### Principal Responsibilities

- Deliver targeted literacy interventions (including phonics, reading and comprehension support) to groups of students.
- Actively team teach and provide skilled support to students in mainstream classrooms, working in collaborative partnership with class teachers.
- Work with named individuals or small groups of children under the direction of teaching staff to facilitate access to the curriculum, develop student confidence and promote independent learning skills.
- Support students with activities, which support literacy and numeracy.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Promote the inclusion and acceptance of children with special educational needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Aid removal of barriers to learning, whether they be social, emotional, medical or physically related.
- Take an active role in the preparation and maintenance of differentiated materials and resources in the learning areas supported.
- Understand specific learning needs and styles, and support learning through the selection of appropriate resources/methods – differentiated as required – to facilitate agreed learning activities.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with students supported.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Liaise with staff and provide background information about students as appropriate.
- Liaise with the Head of Personalised Learning and with the member of the personalised learning responsible for our literacy programme on matters concerning named students.



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- Promote positive student behaviour in line with school policies and help keep students on task.
- Participate in the planning and evaluation of learning activities with the teacher, providing them with feedback on student progress and behaviour – particularly in relation to achievement of targets, student profiles, writing reports and records as required.
- Monitor and record student responses and learning achievements, drawing any problems, which cannot be resolved easily to the attention of the teacher.
- To implement assessments as appropriate.
- Accept responsibility, with other support staff, for running the lunchtime homework provision.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

**The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.**

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### **About the School**

The Billericay School is a large, diverse and ambitious secondary school at the heart of the Billericay community. With a strong reputation for academic outcomes, pastoral care, and a breadth of curriculum, the school is well positioned for the next phase of its journey. Joining the Harris Federation will enhance the school's capacity and unlock further opportunities for innovation, professional growth and education excellence.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. All offers of employment are subject to enhanced Disclosure and Barring Service (DBS) check, references, and where applicable a prohibition from teaching check will be completed.

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### **How to apply**

When applying for this position, please use My New Term. Details can be found on our school website under Work with us: [Current Vacancies](#)

If you have any questions, please do not hesitate to contact Miss M Sturley at [msturley@billericayschool.com](mailto:msturley@billericayschool.com)

We look forward to hearing from you.



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Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>Fully completed application form</li> <li>Supportive reference/s</li> <li>Suitability to work with children</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade C / Grade 4/5 GCSE English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Grade C / Grade 5GCSE (or equivalent) in 3 additional subjects</li> <li>Level 1 Award in Preparing to Work in Schools / Level 2 Certificate in Supporting Teaching and Learning (or a similar qualification)</li> <li>SEND qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of or interest in working with children/young people</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school (or similar) environment</li> <li>Experience of working within the caring professions</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of recent training</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake relevant training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to keep appropriate records</li> <li>Ability to communicate effectively, both orally and in writing, in a variety of situations</li> <li>Good organisation/ability to prioritise</li> </ul>	
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Use of ICT in supporting all aspects of school and professional life (Basic knowledge of Word, Outlook etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the National Curriculum / GCSE (or equivalent)</li> <li>Understanding of the needs and demands of young people</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate enthusiasm and sensitivity whilst working with others</li> <li>Caring attitude towards students and parents</li> <li>Copes well under pressure and uses humour to good effect</li> <li>An understanding of the need to respect confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> <li>Evidence of being able to build and sustain effective working relationships with staff and students</li> </ul>

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job holder will ensure that school policies are reflected in all aspect of his/her work, in particular those relating to: 1. Equal Opportunities 2. Health & Safety 3. General Data Protection Regulations (2018) and Data Protection Act (2018) 4. Safeguarding Children