

## Teaching Assistant with Literacy Job Description

<b>APPOINTMENT GRADE:</b>	<b>Grade 4</b>
<b>HOURS OF WORK:</b>	<b>28 hours 45 minutes per week (term time only)</b>
<b>REPORTING TO:</b>	<b>Director of Learning Support / Business Manager</b>

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### General Role Responsibility

The role of the Teaching Assistant for literacy is to facilitate an increased standard of literacy for students who transfer into Y7 and Y8 not yet achieving expected standards.

This post therefore comprises:

1. the role as supporter of the student
2. the role of team member in the Learning Support Department

### Specific Responsibilities

- to close the gap for students targeted as not yet achieving expected progress in literacy
- to liaise with the Literacy Tutor and the Director of Learning Support to support the progress of targeted students within literacy lessons
- to deliver small group literacy intervention to identified students using Read, Write, Inc and other literacy intervention programmes

### The Teaching Assistant for literacy will at any given time:

- support the Literacy Tutor in following designated systems to audit, monitor and evaluate literacy provision for targeted students, adopting and adapting improvement strategies as required
  - support a range of students requiring intervention within Y7 and Y8
  - seek to improve levels of literacy in order to remove barriers to learning and increase access across the curriculum
  - support the Literacy Tutor in tracking student progress
  - attend and contribute to meetings relevant to post
  - undertake necessary pastoral duties and administration
  - carry out a share of lunchtime supervisory duties in accordance with published rosters
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## **Being a member of the Learning Support Department will include:**

- reading and keeping up to date with the individual files of students requiring additional support
- scribing and / or reading in internal / external exams for those pupils who have been granted special arrangements
- contributing to the writing and discussions of ILPs and Pupil Profiles
- contributing towards student reports
- actively promoting the school's policies
- accompanying students on school trips
- assisting students in attending to personal needs (this would entail advice and training from outside agencies)
- annual performance management conducted by the Director of Learning Support

## **Health and safety**

- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- to share with all staff the responsibility for safeguarding and promoting the welfare of all students
- to check the safety of the work area
- to make sure any equipment to be used is safe
- to report any concerns to the Business Manager

## **Any Other Duties**

Any other duties as may reasonably be required from time to time, commensurate with grade and/or level of responsibility of the post.

*This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.*

## **Confidentiality**

The post-holder is required to respect the confidentiality of all matters relating to the school, students and staff.

## Person Specification

### Desirable qualifications

- Excellent literacy skills
- Training in relevant learning strategies e.g. literacy

### Skills and Abilities

1. a good understanding of child development and learning processes
2. an understanding of the challenges of dealing with students who may have a special educational need and/or disability
3. the ability to motivate and support students in their learning and personal development
4. to be able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
5. have ability to use ICT appropriately in teaching, administration and data collection and analysis

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified*

***We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. Enhanced DBS clearance is required for all successful applicants.***

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