



<b>Post Title:</b>	<b>Literacy Champion</b>
<b>Salary</b>	EMET Scale 5 (£24,948 - £26,845)
<b>Full-time or Part-time</b>	Full-time and part-time candidates will be considered.
<b>Temporary or Permanent</b>	Fixed-term contract until January 2025
<b>Responsible to</b>	Assistant Principal - School Standards

### Purpose of Job

To lead the operational development, delivery and monitoring of the school's literacy curriculum to raise achievement standards for all.

### Main Duties and Responsibilities

- Lead the implementation of the school's literacy curriculum through the planning, delivery and evaluation of quality literacy interventions, utilising internal systems and external schemes
- Plan, prepare and deliver academic interventions for individuals and groups of students, differentiating and adapting learning programmes to suit the needs of individual students.
- To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources.
- Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties (SEND).
- Use data on student performance to inform policy and practice, identify underachieving students, and monitor the impact of literacy strategies across the school.
- Be aware of and work within school policies and procedures.
- Assess, record and report on development, progress and attainment as directed.
- Plan and evaluate specialist learning activities, including writing reports and records and providing focussed personalised provision as required.

### Other Duties and Responsibilities

- To encourage students to become confident, positive, resilient and accepting young people, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.
- Provide ongoing guidance and support of students in their social development and their emotional well-being, reporting challenges to the appropriate person.
- Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists.
- Work with parents and help students reach their full academic and social potential.
- Support the role of parents/carers in students' learning and contribute to meetings with parents/carers to provide constructive feedback on student progress/achievement.
- Supply specialist support with direction and guidance from teaching staff, allowing students to access the curriculum and participate fully in school activities.
- Maintain a clean, safe and tidy learning environment.
- Contribute to the development of policies and procedures.
- Be responsible for preparing, maintaining and monitoring stocks of literacy materials and resources.
- Invigilate public examinations and internal assessments when required.
- Accompany other staff and supervise students on visits, trips and out-of-school activities as required.
- Assist with the supervision of students out of lesson times, as part of the staff duty rota.
- Prepare and present visual displays.
- Implementation of support plans and EHCPs.
- Work with students not following their normal timetable.
- Support the use of ICT in the curriculum.

### School Ethos

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and GDPR, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure that all students have access to opportunities to learn and develop.

- Contribute to the overall mission and vision of the school, working in alignment with the school's culture and character.
- Maintain good relationships with colleagues and work together as #oneteam.
- Attend and contribute to relevant meetings as required.
- Participate fully in CPD opportunities and appraisal processes.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Any other duties as may reasonably be requested by the Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Safeguarding**

- Be aware and familiar with school policies and other guidance on the safeguarding and promotion of well-being of children and young people.
- Taking the appropriate action following school policies and Keeping Children Safe in Education 2022 where required.



### Person Specification

This is the specification we will work through during the selection process. Your personal statement included as part of the application form will form part of this process and inform our decision of who to shortlist for interview.

Criteria	Essential	Desirable
Education & Qualifications	→ GCSE or equivalent in English, Maths and Science at Grade C or above (or equivalent)	→ Evidence of further or higher education
Training and Professional Development	→ Evidence of recent and relevant successful CPD	→ Training linked to improving the literacy ability of students
Experience	→ Successful experience of supporting students at KS3 and 4. → Successful experience of supporting students with additional needs	→ Experience of leading projects → Experience of contributing to the development of schemes of work and curriculum and intervention plans
Skills & Abilities	→ Excellent classroom practitioner → Ability to work under pressure → An ability and enthusiasm to create a love of literacy beyond the classroom → Evidence of good organisational skills → An ability to use and interpret data in order to design and implement intervention for individuals or groups of students that would benefit from additional support	→ Potential to contribute to extra-curricular activities in other areas
Personal Attributes	→ Good interpersonal skills → Commitment to raising achievement → An innovative and positive attitude → Excellent communicator, both orally and in writing → Ability to work as part of a team	
Safeguarding	→ Full understanding of the Safeguarding requirements and how school staff promote the welfare of children → Enhanced DBS and → Validated references → Eligibility to work in the UK	→ Safeguarding in Education training

### OTHER IMPORTANT INFORMATION

Successful applicants must be aware of the school's duty of care in relation to staff, students and visitors and comply with all safeguarding, child protection and health and safety policies at all times.