



Grace Academy Solihull

Job Description



Role:	Literacy Intervention Co-ordinator
Responsible to:	Head of English
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade H (£27,334 to £30,825fte)

Job Description & Duties and responsibilities

The role of the Literacy Intervention Co-ordinator is to plan and teach intervention classes to support student progress within the English Department, using teaching strategies which will engage and challenge students appropriate to their needs for KS3 and KS4. The Literacy Intervention Co-ordinator will be responsible for assessing and reporting on the impact of these intervention groups to support progress, development and attainment of the students involved.

Duties and responsibilities

- Effectively plan and teach intervention classes using teaching strategies which will engage and challenge students appropriate to their needs for KS3 and KS4
- To assess for these intervention groups and report on progress, development and attainment of students and keep such records as required.
- Supporting Grace Academy's Restorative Justice processes
- Recognising, promoting and celebrating diversity.
- To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken.
- Implementation of whole school reading strategies
- Promoting reading for pleasure through whole school events
- Tracking the impact of literacy strategies across the academy through drop ins, work scrutinies and learning walks.
- To continue to develop subject knowledge and teaching practises through attending whole school training sessions and meetings. Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences.
- Administration of Accelerated Reader programme, including organising whole school reading tests, data analysis, fortnightly leader-board measuring number of quizzes taken, and encouraging students to read for pleasure
- Responsibility for the school's reading area – maintenance and updating of loans inventory spreadsheet, including lending and returning books during Accelerated Reader lessons, before school and afterschool
- Book Club enrichment – designing and facilitating engaging activities for KS3 enrichment opportunities, tasks including book tastings, blackout poetry, creative writing competitions etc.
- Administration of a Paired Reading mentoring scheme in which sixth form students are paired up with a student with a low reading age – ensuring weekly attendance, measuring impact and progress by collecting data through administration of reading age tests
- Helping with administration of whole school literacy events, including World Book Day and National Poetry Day – designing activities and publicising event; ensuring smooth running of event; collecting, judging and organising prizes for entries to literacy competitions

- Aiming to encourage reading for pleasure through helping reluctant readers select books during Accelerated Reader sessions and giving students book recommendations
- 1-to-1 tutoring sessions -planning and delivering tutoring sessions based on feedback on written work
- Literacy admin reporting to the Head of Literacy – including monitoring impact of whole school literacy schemes; organisation and admin of the Grace Great Reads scheme ensuring books are catalogued, delivered to tutor groups and maintained throughout the year
- To maintain good order, discipline and respect for others; to promote understanding of the academy’s rules and values, to encourage good practice with regards to standard of work, students taking pride in their work; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment

Person Specification

	Essential	Desirable
Qualifications	Degree Level Candidate	Degree in English
Experience		A previous role in this field or within a school environment would be highly desirable
Skills & Knowledge	Passion for the subject Strong communication skills with the ability to relate to students Innovative and competent in utilising all available resources to provide a stimulating learning environment Ability to respect and maintain confidentiality Working knowledge of standard computer packages - word processing, email and spreadsheets Good time management and organisational skills Ability to motivate students Confidence to work on your own initiative, as well as contributing to a team	Mentoring skills