

## Job Description

<b>Role:</b>	<b>Literacy Coach</b>	<b>Salary Range:</b>	3	<b>Notice Period:</b>	One Month
<b>Line Manager:</b>	Head of English	<b>Head of Faculty:</b>	Business Manager		

### Role Purpose

The team purpose for all colleagues who work in the Learning Support Department is to ensure that it is a positive, student-centred learning environment which reinforces the school's key messages of academic excellence and impeccable behaviour.

### Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

### Duties & Responsibilities

This post consists of helping to improve the literacy skills of pupils at St. Paul's. The person appointed will work with individual pupils or groups of pupils to improve specific identified aspects of their literacy. These may be pupils who need extra help as part of developing extended writing in English including Key Stage 4 and Key Stage 5 pupils.

As a Literacy Coach you will work with groups of pupils throughout the day. You need to have good literacy skills and know that they are important to the success of a pupil. You will enjoy reading and read regularly. You need to be cheerful, energetic and encouraging, and enjoy working with young people, working within the context of the vision of St. Paul's and the Code of Conduct by supporting the learning of all pupils.

- Work with the Head of English and heads of other departments with a significant literacy requirement to plan to meet the needs specific groups of children and to understand the areas to be covered
- Working with identified individual pupils or small groups of pupils to improve their understanding of grammar and syntax necessary to improve the quality of their extended writing and written communication.
- To keep records of work covered and progress made by pupils and to liaise with teachers.
- To provide entry level qualifications for small groups of identified pupils
- To plan resources and deliver intervention to small groups and to provide feedback to mentees

- Identify reading groups and run weekly sessions with small groups of pupils in KS3 in line with Accelerated Reader Programme within school
- Work with a range of subject areas across the school.
- Work with pupils and students in Years 7-13.
- Work with pupils to support reading development via a recognised phonic programme.

### **Safeguarding**

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

### **General**

- To work as an effective member of a team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and well being of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

### **Declaration**

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the Schools leadership structure. I understand that I must seek support when needed, and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

**Name:** ..... **Signed:** ..... **Date:** .....