**Job Description**

DIRECTORATE: Education & Family Support

**DEPARTMENT:** Porthcawl Comprehensive School

**POST:** Literacy Support Assistant

**GRADE OF POST:** GR05

**RESPONSIBLE TO:** Headteacher

**JOB PURPOSE:**

Under the direction/instruction of senior staff provide support to pupils in order to improve their literacy skills.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

* To work closely with the English department and ALN department to identify pupils in need of literacy support.
* To supervise a screening process for pupils to establish criteria for accessing support and measuring outcomes.
* To work with small groups of identified students/individual pupils on improving their literacy skills delivering intervention programmes suitable to the needs of the identified pupils.
* To provide some in class support for pupils.
* To administer regular tests to pupils in years 7, 8 and 9 and provide data from these tests to the school, Local Authority and Welsh Government as required.
* To work with other staff in planning, evaluating and adjusting literacy

support activities as appropriate and providing objective and accurate

feedback and reports as required.

* To maintain strong home/school links and liaise effectively and

sensitively with parents and carers.

* To establish links with outside agencies that support achievement and

progress for the pupils.

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**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Policies/Corporate%20Health%20and%20Safety%20Policy.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children’s Safeguarding Assessment Team.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**criminal records check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

**Person Specification**

**Literacy Support Assistant**

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

| Attributes | **Requirements** | **Essential** | **Method of Evaluation / Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * High level of literacy and numeracy * NVQ 3 for Teaching Assistants or equivalent qualifications or demonstrable experience * Willingness to undertake specialist training and a commitment to CPD | **√**  **√**  **√** | Production of original Qualification Certificates and application form. |
| **Knowledge & Experience** | * An understanding of the principles of child development and learning processes and a working knowledge of the curriculum at KS3/4 level * A good understanding of classroom roles and responsibilities * Experience of working with children with additional needs |  | Interview, application for and selection process |
| **Skills & Personal**  **Qualities** | * Ability to relate well to children and adults. * Ability to use ICT effectively to support learning. * Ability to work constructively as part of a team but also to lead staff when needed. * Ability to develop and implement clear and realistic learning plans and monitor progress against these plans. * Ability to present information clearly and concisely for a variety of audiences. * Ability to be empathetic. * Ability to manage own time effectively. * Ability to prioritise work when required. * Ability to establish constructive relationships with other agencies/professionals. * The ability to communicate through the medium of Welsh. |  | Interview, application form and selection process. |