



ALL SAINTS
CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Graduate Literacy and Library Co-Ordinator

Job Description

Reports to: Head of English

Grade: Scale Point 4

We have an exciting opportunity for a talented Graduate to join our school in the role of Literacy and Library Co-Ordinator. The role will require you to promote literacy across the school, as well as to lead intervention groups particularly for those with low levels of literacy and support for those with English as an additional language. Support and training will be offered for teaching English as an additional language, if required. The role will also involve working in the Learning Resource Centre, which is at the heart of the school.

Main Purpose of Job

- Plan and teach literacy intervention programmes
- Deliver intervention sessions to small groups of pupils, supervise students during lunch and school breaks, and promote reading and independent learning skills.
- **Develop and promote the school's literacy policy (with Head of English)**
- Develop key literacy skills e.g. understanding of phonics, and how to use them to improve word-reading awareness of appropriate texts, books and other reading material grammar, punctuation and spelling (GPS) skills in reading comprehension
- Coordinate provision of the Library and Learning Resource Centre to support Literacy & Intervention
- Developing pupils learning, research and study skills embedded within the curriculum by using a range of methods in partnership with teaching colleagues (Disciplinary Literacy)
- Promoting the Library Resource Centre in and around the school via displays and encouraging reading for pleasure by facilitating reading groups, participating in external initiatives, and organising extracurricular activities such as author visits, trips etc

English as an Additional Language

- Identify and adopt the most effective approaches for EAL students, in particular those new arrivals to the school with limited English language and those who are at an advanced stage of English acquisition but who need tailored support to achieve the higher levels of attainment in English
- Set up and run a tailored induction programme for new arrivals with limited English language
- Ensure that the EAL Student profile includes targets for teaching and learning strategies including advice on the seating plan
- Circulate EAL student profiles at the appropriate times; the beginning of Year 7 for new students and in-year for new admissions
- Liaise with the SEN Lead for students who have SEND.

Other

- Monitor and support the overall attainment and progress of students
- Monitor the progress made in setting objectives and targets for students, assist in the evaluation of and the effectiveness of teaching and learning and use the analysis to guide further improvement

- Lead and develop effective liaison between schools to ensure there is good continuity in terms of support and progression in learning when students transfer
- Monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of students
- Work with students, subject leaders and class teachers to promote appropriate expectations of achievement
- Due to the size of the establishment, it should be emphasised that all support staff are regularly required to assist in different areas. Sometimes there are emergencies, interruptions and unplanned tasks that need to be done to tight deadlines and you may be asked to undertake such other duties that are not included in your job description.

Person Specification

Personal characteristics	<ul style="list-style-type: none">• Qualifications up to degree level• Genuine passion and a belief in the potential of every student• Flexible, highly organised and able to multi-task and prioritise work to meet deadlines• Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure• Able to take ownership of tasks and work with minimal supervision• Have exacting standards and a keen eye for detail• Keen to learn and further develop own skills• Exercises sound judgment, especially relating to confidentiality and discretion• Excellent interpersonal skills with children and adults
Specific Skills	<ul style="list-style-type: none">• Must have excellent IT skills particularly in Microsoft Excel• Experience of Power Bi is desired but not essential• Experience of SIMs is desired but not essential• Good administrative and organisational skills• Good written and oral communication skills• Understand the importance of confidentiality and discretion• Ability to write clearly and concisely and to produce and maintain documents and systems• Ability to priorities workload and hit deadlines• Ability to recruit and develop a data team