Harrytown Catholic High School

Job Description

Learning Mentor (Literacy Intervention)
Responsible to: SENCO

Key Purpose of the Role
This role is key to improving the standards of reading and literacy across the school. The post holder will target pupils who are below the expected reading standard and provide specific assessment and intervention in order to increase the standards of literacy across Key Stage 3 and 4. Interventions targeting reading, spelling and dyslexia support are to be delivered, tracked and monitored with the support of key staff within school.

Key Responsibilities

- Deliver small group and one to one intervention programmes to support students with literacy difficulties, following the schemes of learning and intervention programmes in place
- Manage and lead extra-curricular activities and after school support groups for students with literacy difficulties
- Guide teachers on strategies to support students with literacy difficulties
- Create school focused plans for students with literacy difficulties to profile the needs of these students
- Ensure that the needs of students with literacy difficulties are well communicated across the school
- Plan and deliver staff training to support an understanding of literacy difficulties
- Work with staff, students and parents/carers to ensure realistic and challenging expectations of progress, attainment and achievement is set for students with literacy difficulties
- Prepare and maintain learning resources according to the needs of students with literacy difficulties
- Assist with the creation of a Form Time Literacy programme, monitor delivery of resources
- Work collaboratively with parents of students with literacy difficulties, to agree joint outcomes and to review progress
- Collect and interpret assessment data gathered on pupils with literacy difficulties to inform practice, target individual difficulties and to measure impact
- To deliver and monitor reading, spelling and vocabulary interventions
- To deliver intervention and provide strategies to pupils where dyslexia is a barrier to learning and to support the enhancement of dyslexia provision across the school
- To be responsible for promoting whole school literacy including raising the profile of literacy through school competitions, spelling bees, readathons etc

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Supporting Staff

- To work closely with Faculty leaders and SENCo to maximise progress in literacy for targeted pupils
- Make necessary staff members aware of individual pupils' literacy needs
- To work collaboratively with all members of the pastoral team, to support the progress of students with SEND
- Maintain and develop up-to-date knowledge of national and local initiatives which may impact upon policy and practice
- Attend staff meetings and participate in staff training as required
- Maintain accurate and up to date records for students with literacy needs
- Be a point of contact for students and their parents/carers
- Attend Annual Review and multi-agency meetings as appropriate

School Procedures

- Support and help develop and implement effective literacy strategies across the school
- Use the school's management information system to record achievement and behaviour

Pupil Wellbeing

- Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary. Making sure that the learning opportunity is of value and does not create gaps in learning
- Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life
- Provide individual pastoral support to pupils, where necessary
- Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem
- Place a strong focus on pupils' literacy needs
- Establish constructive relationships with pupils, parents and colleagues
- Discuss individual pupils' needs with relevant members of staff, parents and external agencies, where appropriate

Assessments and Referrals

- Assess the needs of pupils and use specialist knowledge to support pupils' learning and literacy development
- Provide feedback in relation to pupils' progress, achievement, behaviour and attendance
- Contribute to the writing of individual pupils' learning plans

Monitoring and Review

- Monitor the progress of pupils who are accessing additional literacy support
- Review and evaluate the effectiveness of literacy strategies in place and adjust where necessary

- Evaluate the use of resources, adapting materials where necessary in order to meet the needs of pupils

Other Specific Duties

All Harrytown staff are expected to

- Promote the vision and ethos of our school.
- Support and contribute to the active safeguarding of our children.
- Work within our policies to ensure a safe environment for all staff, pupils and visitors.
- Ensure equality of opportunity amongst staff, pupils and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues.
- Engage actively in the Catholic life of our school.
- Ensure the confidentiality of all sensitive information.

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.