**EASTBURY COMPREHENSIVE SCHOOL**

**Job Description: Literacy Mentor**

|  |  |  |
| --- | --- | --- |
| **Post Title:** |  | **Literacy Mentor** |
|  |  |  |
| **Core Purpose**  **Duties**  **And**  **Responsibilities** |  | To support students who have additional literacy needs and the running of reading and literacy provisions.  This includes working closely with teaching staff with initial and diagnostic assessment of students’ literacy skills, the development and delivery of reading interventions and regular progress reviews with individual learners.  **.**  **Specific Responsibilities**   * To provide relevant literacy support and mentoring for pupils in the secondary phase who require additional intervention to improve levels of literacy. * To work closely with teachers to develop a range of exercises and activities that will develop pupils’ literacy skills in reading. * To deliver sessions to individuals and small groups * To agree, set and review pupil targets with identified students, parent and appropriate members of staff. * To meet with Line Manager/ Project Manager to organise and provide feedback on a weekly plan of work. * To initiate and contribute to regular reviews of pupils’ progress. * To undertake monitoring and evaluation of learning exercise and activities, including seeking and obtaining learner feedback. * Manage the behaviour of the pupils they are supervising to ensure a constructive environment. * To support the smooth running of the secondary library space and support students in accessing reading material.   **Organisation, Management and Administration**   * To maintain comprehensive records of mentoring/intervention sessions and assessment within a managed administration system.   **General Responsibilities**   * To attend and participate actively in meetings to discuss the progress of allocated pupils. * Deal with any immediate problems or emergencies according to the school’s policies and procedures * Report back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the sessions, and any issues arising * Be conversant with and use information technology available * To work effectively and productively with the curriculum/pastoral teams. * To undertake other responsibilities as and when directed by the Line Manager and Headteacher which are relevant to the post.   **Facilitating and organising**   * One to one and group mentoring sessions and the delivery of workshops. * To co-ordinate and attend relevant literacy focused trips * Provide students with resources/information to support literacy skills * One to one support with students during lessons. * To invigilate exams for students as appropriate, such as students with SEN.   **Other responsibilities**   * At certain times may be called upon to act as a Cover Supervisor (supervise students completing their studies with work set by the teacher) |
|  |  |  |
| **Reporting to:** |  | Whole School Literacy Lead. |
|  |  |  |
| **Responsible for:** |  |  |
|  |  |  |
| **Liaising with:** |  | Staff and students, parents, outside agencies |
|  |  |  |
| **Working Time:** |  | 35 hours a week |
|  |  |  |
| **Salary/Grade:** |  | Scale 5 |
|  |  |  |
| **Disclosure level** |  | Enhanced |
|  |  |  |
| **Communications** |  |  |
|  | | |
| **Proposed Other Specific Duties**: | | |
| To undertake personal professional development as agreed with the Headteacher and attend nominated training courses for professional development when necessary.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | | |
|  | | |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | | |

Headteacher: ………………………………………………….

Literacy Mentor: …………………………………………

Date issued: ………………………………………………….