



The Radclyffe School
"Working Together for Excellence"

Job Description

Literacy Support Assistant

Purpose:	Provide literacy (student focused and administrative) support to complement the work of the Library and Reading Curriculum, including: <ul style="list-style-type: none">• Listening to students reading;• Supporting activities in the library;• Supporting literacy initiatives in school
Reporting to:	Whole School Literacy Lead
Responsible for:	Students in KS3 – specific targeted cohorts over each half term
Liaising with:	School staff and Students, English class teachers
DBS	Enhanced Level Criminal Record Check
Working Time	Term Time Only + 1 day (191 days) 27.5 hours a week over 5 days
Salary	Grade 3, point 6 – 11, £15,012 to £16,840 (pro-rata applied) subject to experience

SPECIFIC DUTIES

1. Undertake a daily programme of reading with identified students;
2. Monitor and record reading progress;
3. Report on outcomes;
4. In the absence of the Librarian, oversee the daily routines of the library;
5. Work with colleagues in the Micro-Librarian system;
6. Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations;
7. Work with colleagues to supervise and support students;
8. Support students consistently whilst recognising and responding to their individual needs;
9. Promote inclusion and acceptance of all students;
10. Promote self-esteem and independence;
11. Promote positive values, attitudes and good student behavior;
12. Assist in maintaining an appropriate learning environment in the library;
13. Assist with the display of students' work in the library;
14. Prepare, maintain and use equipment and resources required to meet the lesson plan / learning activity and assist students in their use;
15. Support staff and students on visits, trips and out-of-school activities if required;
16. To be a Personal Learning Guide;
17. To undertake exam invigilation if required;
18. Utilise Reciprocal Reading during intervention to ensure Literacy-based improvement occurs.

GENERAL DUTIES

19. Improve one's own practice through training, observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others;
20. Be aware of and comply with policies, procedures and codes of practice of the school including: child protection, health & safety, confidentiality and data protection, finance, ICT and reporting all concerns to a nominated person;
21. Contribute to the overall work, smooth running and ethos of the school;
22. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;
23. 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;
24. Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers;
25. Attend and participate in meetings as required;
26. 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 following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: July 2024

Headteacher J Cregg