

Rawlins Academy

Act wisely and make the most of every opportunity

Rawlins is a good school with an outstanding sixth form



Literacy Teaching Assistant

To commence: As soon as possible

Salary: Grade 6, point 9 (Actual salary £13,605 per annum)

30 hours per week, term time only

Fixed term until the end of the academic year (in the first instance)

Using our recently allocated Recovery Premium, we are seeking an enthusiastic and committed Literacy Teaching Assistant to join our flourishing academy. This is an exciting opportunity to work with a dedicated team. The successful candidate will be expected to use a range of strategies (digital and paper) to deliver interventions in either one-to-one or in a group setting. Initially the main focus will be to support those who need to close the gap between their reading and chronological age. Therefore a passion for reading and an understanding of the crucial role that this plays in a pupil's academic development is crucial. Experience of working with young people is essential and an understanding and experience of working with those with SEND is an asset.

This is an excellent opportunity to join one of Leicestershire's largest schools with currently over 1500 on roll including more than 300 in the Sixth Form. We are an inclusive school having an ASD and a Moderate Learning Difficulties specialist unit on site alongside our school's SEND support base and Success Centre. We aim to inspire our pupils to find their talents and their passions through a broad and balanced curriculum; to be curious about learning; to relish a challenge and to have both confidence and resilience. Applications are therefore welcomed from highly motivated individuals who are keen to work with remarkable young people.

There is a strong sense of community within the school, with our parents and within the village of Quorn and the surrounding areas. Teamwork is a key feature of school life and this is reflected

- Through our vision: ***Developing Trust | Inspiring Hope | Building Success | Shaping the Future***
- Through our values: *Compassion, Wisdom and Endurance* and
- Through our school motto: *Act wisely and make the most of every opportunity*

Therefore, if you feel you could contribute to our vision and ethos, we would encourage potential applicants to read all the Applicant Pack and to browse our website to get a fuller flavour of life here at Rawlins.

If you are interested in this post, further details and an application form are available from the Rawlins website www.rawlinsacademy.org.uk (About us/vacancies). Applications will only be accepted on the form provided. CVs or other forms of application will not be considered.

We do hope you will take the time to apply. This is a marvellous place to work and it is a very exciting opportunity. We look forward to meeting you in the near future.

Closing date: Monday 24 January 2022

Interviews are expected to take place Thursday 24 January

Rawlins is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check

Rawlins Academy | Loughborough Road | Quorn | LE12 8DY



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Loughborough Road, Quorn, LE12 8DY

(01509) 622800

enquiries@rawlinsacademy.org.uk

www.rawlinsacademy.org.uk

January 2022

Dear Applicant

Literacy Teaching Assistant

Thank you for your interest in the above post. Please find enclosed:

- Application form
- Job description
- Person specification
- Prospectus available to view/download from our website www.rawlinsacademy.org.uk – select admissions
- Recruitment and safeguarding policies – available to download from our website

Rawlins is a popular and oversubscribed academy and a rewarding place to work. You will be joining the school at an exciting time as we continue our journey to become a beacon of inclusion and innovation.

I hope that, having read the details of the post, you will choose to apply; when submitting your application please include a supporting statement outlining how you believe you meet the requirements of this post. If you would like to discuss the post further, please contact Cathy Robinson, Vice Principal on cathyrobinson@rawlinsacademy.org.uk.

The closing date for applications is Monday 24 January 2022 at 09:00 am. Completed applications should be marked for my attention. Interviews are expected to be held Thursday 27 January. If you have not heard from the academy within two weeks of the closing date, please assume that you have not, on this occasion, been successful.

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Thank you for taking the time to apply and I look forward to receiving your application.

Yours sincerely

Clare Darby

Principal

JOB DESCRIPTION



Job title	Literacy Teaching Assistant (with specific focus on SEMH and reading)
Grade & Conditions of Service:	Grade 6 30 hours per week Fixed term until the end of the academic year in the first instance. Break and lunchtime supervision may be required.
Responsible to:	Vice Principal SENDCo Lead Practitioner for Literacy
Key interface with:	Other academy staff Parents Year Heads Senior Leadership team

Strategic purpose – what you are trying to achieve

To provide support under the direction of the Vice Principal

- To assist pupils in the development of reading skills in small groups and one to one.
- To adapt learning resources and differentiate work as appropriate
- To seek to enable pupils to become engaged and independent readers
- To liaise with parents to foster further learning development at home
- To support key groups with low reading ages in the classroom environment

Key responsibilities – what you are responsible for

- To support pupils in reading activities, including supporting additional learning needs, in small groups and on a one-to-one basis
- To support key groups of pupil to be successful in their learning
- To source/create/differentiate suitable learning resources where appropriate
- To foster the further development of language and vocabulary
- To provide support for reading activities across the academy
- To support the academy's curriculum
- To maintain effective working relationships with colleagues and parents
- To contribute to the health and well-being of the pupil
- To contribute to the maintenance of pupil safety and security both on and off site
- To review and develop own professional practice
- To be aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidence as appropriate
- To participate in appropriate pupil-based meetings and training activities

Other requirements of the post

- To participate in Staff Training Days and other training opportunities in disaggregated time, as required
 - To participate in other continuing professional development opportunities, as required or agreed
 - To participate in the academy programme of Performance Management
 - To participate fully in team self-reviews and other agreed procedures for monitoring the quality of pupil support
 - To provide invigilation as required
 - To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines
 - To undertake any other reasonable duties as may be agreed from time to time with the Coordinator or the Principal
 - Commitment to Rawlins values which are based on Christian values
 - To commit to upholding and promoting our Christian vision and values
- Developing Trust | Inspiring Hope | Building Success | Shaping the Future**
Through: Compassion, Wisdom and Endurance
Motto: Act wisely and make the most of every opportunity
- Plus any other reasonable duties that the Principal may ask you to perform.

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**Literacy Teaching Assistant
Person Specification
Grade 6**

Requirements	Essential	Desirable
1. Qualifications		
• Level 2 Qualification in English (At GCSE Grade B/Grade 5 or better)	E	
• Level 2 Qualifications in Maths and 3 other subjects (At GCSE Grade C/Grade 4 or better)	E	
• Formal appropriate qualifications at Level 3 or above		D
• Current First Aid certificate		D
2. Experience		
• Have worked in a formal or informal way with young people	E	
• Experience of managing difficult/challenging behaviours		D
• To have worked with young people with special needs		D
• To have worked with young people on Literacy Skills (eg. Phonemic Awareness, Phonemic Decoding, Comprehension, Reading Fluency, Grammar, Inference)		D
3. Skills and Knowledge		
• Awareness of issues affecting young people	E	
• The ability to relate to young people	E	
• To be able to work successfully in a team environment	E	
• To be able to work successfully independently	E	
• To be able to negotiate and help resolve conflict	E	
• To be able to communicate well with others including staff/parents/external providers		D
• To understand and to be able to work with Microsoft and other appropriate software	E	
4. Personal Skills		
• To be calm when under pressure	E	
• To be an active listener	E	
• Able to organise and lead on new projects	E	
• Able to work under pressure	E	
• Able to have a positive approach	E	
• Able to motivate others	E	
• Able to maintain confidentiality	E	
• Committed to equal opportunities	E	
• A recognition of the roles and responsibilities of team working	E	
• To have a clean current driving licence		D
• Able to inspire and motivate young people to achieve their goals	E	
• Solution focused and positive outlook	E	

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