



## **JOB DESCRIPTION**

Job Title: Literacy Tutor (Level 1)  
Grade: B1 SCP 4-6  
Reporting to: Head Librarian

### **Job Purpose:**

To support students both in one-to-one and group situations to develop reading and literacy skills including students with SEND needs and low reading ages. To help learners make effective use of a wide range of resources, deliver interventions and providing administrative support in the library as required.

### **Responsibilities:**

- Provide a welcoming, safe, supportive and ordered atmosphere in the library that is conducive to study and recreational reading, including during break and lunchtimes.
- Work with students both in one-to-one and group situations to develop reading and literacy skills including students with SEND needs.
- Liaise and collaborate with all curriculum areas to ensure appropriate access to learning resources, including the development of resource material packs.
- Establish good relationships with students, acting as role model and being aware of and responding appropriately to individual needs and applying the school behaviour policy when needed.
- Help learners to make effective use of a wide range of learning resources.
- Attend relevant staff meetings or other meetings as required.
- Innovate ways to increase the love of reading among student based on academy data.
- Perform any other duties as may be reasonably requested by the line management chain and as is commensurate with the grade of this role.
- To deliver interventions as required following structured programmes following structured programmes provided by the Director of English and Head Librarian, including tracking and providing feedback on the impact to the Senior Leadership Team.
- To support in the administration and delivery of library initiatives and whole school literacy events.

### **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

## Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• A Levels or equivalent Degree or similar qualification.	D
• ICT qualification (RSA CLAIT/European Computer Driving Licence/or equivalent).	D
Knowledge and Skills	E/D
• Excellent ICT skills (Microsoft Office) including ability use databases.	E
• Demonstrate effective interpersonal and communication skills.	E
• Passionate about working with young people to improve literacy and develop wider learning skills.	E
• A love of reading.	E
• Ambitious for young people and determined to make a difference.	E
• Commitment to safeguard and promote the welfare of children and young people.	E
• Good time management, organisation skills and the ability to prioritise.	E
• Ability to communicate effectively, orally and in writing.	E
• Able to work as part of a team and independently.	E
• Accuracy and attention to detail.	E
• Able to work under pressure and meet conflicting deadlines.	E
• Able to identify problems, use initiative and refer to senior staff as necessary.	E
• Flexibility in order to adapt to the changing needs of the academy.	E
• Commitment to fulfil all the requirements of the job and provide a good quality of service.	E
• Honesty and integrity.	E
• Customer orientated and able to relate well to adults and children.	E
• Confidence, enthusiasm, flexibility, and responsiveness to change.	E
• A desire to learn and to work with all to promote the aims of the academy.	E
• Present a positive personal image, contributing to a welcoming environment.	E
• An interest in education and schools.	E
• Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.	E
• Commitment to Equality and Diversity.	E

• Working knowledge of SIMS.	D
• A willingness to be involved in the wider life of school.	D
<b>Experience</b>	<b>E/D</b>
• Working as a member of a team.	E
• Maintain accurate records using both manual and electronic systems.	E
• Producing reports and using data.	E
• Working in partnership with others to deliver work to set deadlines.	E
• Demonstrating and using own initiative.	E
• Working in a school environment or with young people.	D
• Experience of Library work.	D
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	E
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance	E

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