

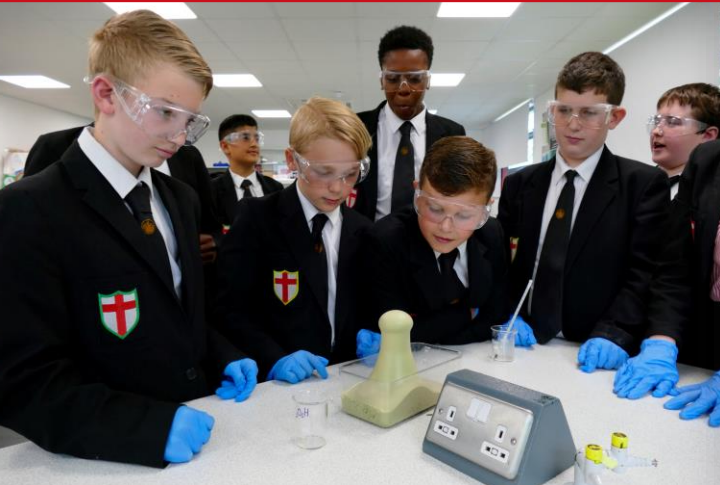


# Vacancy Pack

Literacy Learning Mentor



# Saint George's Church of England School





Our Vision  
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# AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

## AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

## OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

**Saint George's**  
Church of England School



**All Different,  
All Equal,  
All Flourishing.**

**IN...**

Creativity  
Honesty  
Resilience  
Inclusion  
Stewardship  
Thankfulness

#weareallone

#lifeinallitsfullness

# Leadership Structure

*Executive Headteacher/CEO*

*Head of School*

*Deputy Headteacher  
(Raising Standards)*

*Deputy Headteacher  
(Teaching, Learning and Assessment)*

*Assistant  
Headteacher  
(Behaviour and  
Inclusion)*

*Assistant  
Headteacher  
(Primary Phase)*

*Assistant  
Headteacher  
(Community &  
Stakeholders)*

Support Leads:

Site Manager

ICT Lead

Finance Lead

PA to SLT

# Job Description

## Literacy Mentor

### Job Purpose

Work closely with the Head of English / Literacy Lead to help inspire a culture of reading across the school, including the use of competitions and challenges, the use and promotion of the library and targeted intervention and support with reading where required.

**Responsible to:** Head of English

### Main Responsibilities

- Organise and manage the library and its resources to meet the needs of the curriculum and to support the reading, learning and information requirements of students and staff.
- Ensure that students are given opportunity to participate across a range of local and national competitions and clubs relating to English and reading. Ensure that these are actively promoted and effectively managed and that participation rates are good.
- Organise visiting authors to widen the cultural horizon for our students.
- Promote the books available to our students through display, the school website and print materials. Maintain a good knowledge and understanding of current and classic fiction and non-fiction.
- Working with English teachers, manage the Accelerated Reader programme, maintaining high participation rates and ensuring that students are ambitiously selecting and reading books with increasing challenge.
- Work with the English department and the SEND department to support students who arrive at the school with low reading ages through targeted intervention
- Support English teachers through active participation in timetabled Library lessons at KS3.
- Undertake daily duties as required to support the smooth running of the school.
- Contribute to the safeguarding and promotion of the welfare and personal care of students.

### Shaping the future

- Support the Leader of Literacy to embed high standards of literacy in teaching and learning across the school.
- Lead and promote the use of 'Accelerated Reader'
- Set up and develop a Primary Phase library
- Lead relevant focus days to inspire reading and celebrate key events in literary calendar.

# Job Description

## Teaching and learning

- To create and maintain a quiet, productive atmosphere conducive to reading, study and learning
- To teach library skills, reading skills and information retrieval skills as part of a library induction programme
- To work with individual students in assisting them to select books that match their level of literacy and areas of interest
- To lead and supervise daily after school study support in the School Library
- To support the implementation of the school's *reading and literacy policies* in liaison with the Leader of Literacy, to promote a love of reading and improve literacy
- To provide information for teaching staff on matters pertaining to library support for the school curriculum
- To work with and support heads of department to develop their schemes of learning by identifying resources and equipment that will be of use

## Managing policy and planning

- To supervise and oversee study in the School Library including timetabling, general discipline and induction into the use of the library's facilities.
- To work in a positive way to minimise the incidents of late book returns and losses.
- To develop links with other school libraries/librarians and other local or national library services.
- To prepare and manage the library budget.
- To select and purchase library resources in all appropriate formats, in consultation with the various heads of department and teaching staff, utilising an appropriate range of suppliers.
- To organise the cataloguing, classifying, and indexing of the library resources, in all formats, as required.
- To manage the day to day organisation of the library including the routine clerical duties such as filing, shelving, accelerated reader and recovery systems.

To ensure that book stocks and all library resources are carefully monitored and maintained to ensure a stock of interesting, engaging, and relevant books are available for all year groups.

## Literacy Learning Mentor

**Kent Range 6 - £21,801 to £23,262 per annum (pro rata £19,317 to £20,611)**

**37 hours per week**

**Term-time plus 5 development days plus 5 additional days (40 weeks per year)**

**Required to start in September 2022.**

An exciting opportunity has arisen for a candidate of exceptional ability to join our team as Literacy Learning Mentor in this over-subscribed and successful Church of England school.

The Literacy Learning Mentor will work closely with the Head of English / Literacy Lead to help inspire a culture of reading across the school, including the use of competitions and challenges, the use and promotion of the library and targeted intervention and support with reading where required. Organise and manage the library and its resources to meet the needs of the curriculum and to support the reading, learning and information requirements of students and staff.

Saint George's Church of England school is part of the Aletheia Anglican Academies Trust and has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are placed among leading schools nationally in adding value to our students' progress and achievement through their schooling.

We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every student to achieve the very best they can

**Please download a vacancy pack and application form below or at <https://aat.uk/recruitment/> and return your application by e-mail to Elise Batcheldore, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk)**

**Closing Date: Thursday 23<sup>rd</sup> June 2022 at 12 noon**

**Interview Date: TBC**

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance

