



Literacy Support Assistant

Job Description and Person Specification

Reports to: English Lead

Contract Type: Permanent

Duties and Responsibilities – Key Tasks:

1. Deliver the Read Write Ink Phonics and Fresh Start interventions under the guidance of the English Lead.
2. Attend to the welfare and reading needs of students with special educational needs.
3. Use data to identify trends and students who require interventions.
4. Support the English Lead with SWRT and YARK reading for comprehension tests.
5. Assess students using the Fresh Start and RWI assessment framework to monitor students' progress.
6. Support students' handwriting, using the Handwriting Without Tears Programme.
7. Support small reading groups during lunch and breaktime.
8. Replenish the school library with new and exciting texts to develop a love of reading.
9. Implement whole school reading initiatives to promote reading for pleasure.

Essential Skills:

- Be educated to a minimum of Grade C or above in English and Maths.
- Have a high level of literacy.
- Consistently model an excellent standard of literacy and reading for pleasure.
- A deeply held conviction that every pupil can achieve and reach their potential.
- Ability to be adaptable in a fast-paced environment.
- Commitment to the safeguarding and welfare of all pupils.
- Ability to support colleagues and work as part of a team to facilitate excellent outcomes for our students.
- Ability to work successfully with pupils with challenging behaviour.
- High expectations of others.
- Resilience.
- Ability to work on own initiative.

- Willing to undertake training.

Desirable Skills:

- Knowledge of RWO phonics and Fresh Start Programmes.
- Previous experience of leading phonics interventions.
- Knowledge of assessment and data collection.