Towers School and Sixth Form Centre 

**Job Description:** Literacy Tutor

**Grade: Range 5**

**Responsible to:** Assistant Principal

**Purpose of the Job:**

* To work with individuals and small groups of students with a specific focus on reading and other literacy interventions. The successful candidate will plan and deliver the Thinking Reading programme (full training provided) on a one to one basis; they will also deliver wider literacy support including handwriting and spelling interventions.

**Key duties and responsibilities:**

* Identify students for Thinking Reading programmes.
* Plan and deliver 30-minute, one-to-one lessons to identified students.
* Prepare teaching materials in advance of each lesson, so that lessons are executed quickly and fluently.
* Keep accurate records of all lesson outcomes, including daily intervention notes.
* Provide challenge and support to students, managing their behaviour, attitude and motivation to maximise student progress.
* Provide detailed insights into each student’s progress in consultation meetings with the team leader.
* Running of the school library during specified periods of the day.

**This role may also involve some or all of the following:**

* Support 1:1 or small groups of students in intervention programmes as directed.
* Support students in small groups and 1:1 at lunch time as required.
* Support behavioural and social emotional difficulties and help students develop social skills and friendships.
* Complete day to day SEN tasks, including timetabled classroom support, 1:1 support inside or outside the classroom, lesson observations to support students, pupil passports and filing and recording data on SIMS for interventions.
* Support the delivery and administration of online spelling and reading age assessment screening programmes.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Essential:   * Qualifications to A-Level or equivalent * GCSE ‘C’ grade or above or equivalent – Maths and English   Desirable:   * A-Level or higher in English Language * Educated to degree level |
| **EXPERIENCE** | Essential:   * Working with children/adolescents * Experience with working to a schedule, meeting deadlines, providing accountability data * Experience with IT: email, spreadsheets, database entry etc   Desirable:   * Experience of teaching English as an additional language * Experience of Direct Instruction programmes |
| **SKILLS AND ABILITIES** | * Highly organised * Self-motivated * High expectations for what can be achieved * Manages professional boundaries well, including student behaviour * Believes that all children can learn with the right teaching, that intelligence is not a fixed quantity * Warm but firm manner * Able to relate well to students and adults, understanding their needs and being able to respond accordingly. * Good influencing skills to encourage pupils to interact with others and be socially responsible. |
| **KNOWLEDGE** | Knowledge and compliance with policies and procedures relevant to safeguarding, health and safety, security, Equal Opportunities, GDPR and confidentiality. |