



New Line Learning Academy

Believe and Achieve

JOB DESCRIPTION

Job Title:	Literacy Teaching Assistant
Department:	English
Grade:	Future Schools Trust Scheme 3
Contract Type:	Full time, term time only.

1. Main Purpose of Job

To contribute to effective learning of students within the school by providing specialist advice and support within the Literacy Provision.

Responsibilities

- Tutor students in the form of 1:1 or small group work to improve literacy skills with effective communication through questioning, instructing, explaining and modelling
- Provide effective instruction in reading comprehension skills, including inference, concluding and identifying main idea.
- Provide effective instruction in extended writing skills, including spelling, grammar and punctuation
- Provide remedial support to students with handwriting difficulties.
- Where necessary, to deliver phonic teaching methods.
- To work with HoD to identify and respond to individual student needs
- Contribute to decisions regarding most appropriate learning aims and strategies for each student.
- Planning literacy work for staff to deliver.
- Maintain resources within the department.
- Maintain familiarity with relevant requirements of the curriculum so literacy work may be reflective of curriculum needs.
- Support whole school reading assessments throughout the academic year
- Record pupils' progress, responding to their needs by developing the students' skills and learning
- Support and uphold expectations of student behaviour within the dept. and throughout the school.
- Maintain up-to-date records for all students within the dept.
- Support the teaching of literacy or other specific curriculum areas as required and agreed with the Head of School.



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- To provide specialist support to teaching and learning support staff as required
- To undertake similar responsibilities that may fall within the scope of the post, as directed by the Head of School.
- To undertake librarian duties as part of the role

N.B. The postholder will carry out his/her responsibilities in accordance with the Governing Body's equal opportunities policy.



PERSON SPECIFICATION

Essential

- Knowledge of phonic teaching methods
- Good level of literacy, including English GCSE/O-Level
- Experience within the education sector
- Understanding of barriers to learning, including dyslexia and speech and language difficulties
- Keen interest in helping students achieve
- Meticulous at maintaining records
- Confident and approachable to young people
- Undertaken safeguarding training or willingness to complete

Desirable:

- Knowledge and experience of teaching 1:1s/small groups
- Formally trained in a phonic programme such as Jolly Phonics or Read Write Inc.
- Experience of working within a secondary school environment.
- Knowledge of library systems and the Dewey Classification system
- Currently holds a first aid certificate or willingness to complete first aid training.

Financial Accountabilities

There are no financial accountabilities

Working Environment

The role will be school based and primarily in classrooms, Plazas, workshops, or pit stop.

This Job Description is provided to assist the postholder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.