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| **Job Description** |
| **Department** | Literacy Department |
| **Post Title:** | Literacy Intervention Mentor  |
| **Salary Scale/Range** | NJC Scale 5 Point 12-17 |
| **Hours** | Full-time, term time only + 5 inset days |
| **Permanent/Fixed Term** | Permanent |
| **Posts Responsible to** | Literacy Leads/ Head of English / DHT |
| **Posts Responsible for** | N/A |
| **Job Purpose**:To provide higher level support for teaching and learning with a focus on improving literacy levels, both within lessons and as part of small group teaching. |

**Main Duties and Responsibilities**

**Job Activities**

* Contribute to planning and evaluation of small group intervention lessons.
* Support teachers to assess student needs and progress and use detailed knowledge and specialist skills to support learning and promote independence.
* Liaise with staff and other relevant professionals and provide information about students as appropriate.
* Contribute to meetings and CPD.
* Working with students, encouraging them to interact and work co-operatively with others. Developing and using strategies that are effective when students are reluctant to do so. Working in partnership with the subject teacher to ensure a calm learning environment and student engagement in lessons.
* Having access to information, some of which may be confidential, and knowing when, how and with whom it is appropriate to share this.
* Knowing school policies and procedures on child protection, bullying, racism, verbal abuse, etc. and judging which situations infringe these policies and need reporting.
* Knowing and using the school rewards and sanctions systems appropriately.

As part of the conditions of employment, the postholder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the school’s Senior Management. These duties are not exhaustive or exclusive. The duties may be varied provided that any other duties are appropriate to the grading level of the post.

**Professional Development**

* Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.
* Be a professional role model, and understand and promote the aims and the values of the Trust.

**Safeguarding and Promoting the Welfare of Children and Young People**

* The jobholder is required to adhere to the statutory guidance ‘Keeping Children Safe in Education’ and follow all of the Trust’s policies and procedures in relation to safeguarding at all times.

**Data Protection**

* The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust’s information governance policies and procedures at all times.

**Equality and Diversity**

The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

**Health and Safety**

The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust’s health and safety policies and procedures at all times.