



Job Description

Job Title: Literacy Intervention Assistant

Reporting to: Inclusion Coordinator/Head of English

Grade: 5

Purpose of the Post

To work as part of the English department and Inclusion Team to lead intervention with students who require additional support by facilitating small group sessions aimed at typically years 7 and 8.

Main Duties and Responsibilities

- Assist with testing procedures and subsequently identifying students that need additional support
- Coordinate students personalised timetables
- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Liaise sensitively and effectively with parents and carers with regards to their role in students' learning, ensuring confidentiality is respected.
- Deliver intervention programs to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the Department staff.
- Discuss reasons for underperformance with students, through interview.
- Assist in the development of suitable intervention material.
- Establish professional, productive working relationships with students;
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
- Contribute to reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence;
- To act as a Reader or Scribe for Exams if required
- Liaise regularly with the Head of Department, Inclusion Team and teachers to inform them of progress and provide relevant feedback.
- To attend meetings with identified key staff members to review and support progress
- Commitment to continued professional development

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work

- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.