

THE SELE SCHOOL



JOB DESCRIPTION

Job Title: Senior Learning Support Assistant – Literacy Intervention

Grade: H6 £13,898

Hours : 21 Hours per week + 5 inset days (p/t)

Responsible to: SENCO and Literacy Lead.

Main job purpose

The SEND department at The Sele School is looking to appoint a highly motivated member of support staff to deliver specific learning activities and academic interventions for identified students within our setting to enable them to succeed and be able to reach their full potential.

The successful candidate will work alongside key staff from across the school to plan targeted interventions for small groups of children. In this role, you will need to be highly organised in order to plan, deliver and track the progress of children's interventions and to demonstrate the student's progress. You will have the ability to communicate effectively with small groups of pupils aged 11-16 developing their functional literacy and life skills. The candidate will have a primary role in administering accelerated reader across the school as well as collating and sharing reading age data with Senior Assistant Headteacher.

This role would be particularly suited to someone who has worked in a school within a support capacity, either at primary or secondary level, or someone who is interested in pursuing a career in teaching.

The role requires excellent communication skills, drive and motivation to make the interventions as effective as possible in supporting children. You must be self-motivated and also work collaboratively with key staff across the school; in particular the Literacy Lead and SENCO.

Duties and Responsibilities

- Under the direction and supervision of the Literacy Lead and the SENCO.
- Undertake appropriate planning and preparation of targeted accelerated reader literacy lessons and activities for individuals and small groups
- Deliver agreed targeted accelerated reader literacy lessons and learning experiences to individuals and small groups as required.

- Deliver agreed intervention lessons as and when required, based on outcome and target of students/cohort
- Assess the development, progress and attainment of students you are working with.
- Use, collate and disseminate Accelerated Reader data and report on the development, progress and attainment of pupils to relevant staff.
- To understand the Additional Needs students may have who you work with and to support these appropriately.
- Undertake supervision and discipline of students within the procedures of The Sele School.
- Promote student independence in learning and employ strategies to recognise and reward achievement of self–reliance.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific student’s progress as appropriate.
- Utilise ICT in learning activities and develop students’ competence and independence in its use.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Deliver CPD to staff as guided by leadership team
- Participate in personal and professional development activities to meet the changing demands of the job.
- Attend and participate in relevant meetings as required.
- Any other duties and responsibilities within the range of the salary grade.