



Job Description Literacy Coach

Team Purpose

The team purpose for all colleagues who work in the Learning Support Department is to ensure that it is a positive, student-centred learning environment which reinforces the school's key messages of academic excellence and impeccable behaviour.

Catholic Purpose

The Literacy Coach must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. S/he must ensure that this Catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

- Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
- Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
- Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff

Main Responsibilities:

This post consists of helping to improve the literacy skills of pupils at St. Paul's. The person appointed will work with individual pupils or groups of pupils to improve specific identified aspects of their literacy. These may be pupils who need extra help as part of developing extended writing in English. They may be post-16 students, who have English as additional language, who require help with essay structure and the skills of grammar and syntax to enable more coherent written communication.

As a Literacy Coach you will work with small groups of pupils during morning registration. You will meet post-16 students by appointment in the Library. You will also work with individual pupils, or groups of pupils, either inside or outside the classroom during lessons. You need to have good literacy skills and know that they are important to the success of a pupil. You will enjoy reading and read regularly. You must be flexible and happy to work flexibly. You need to be cheerful, energetic and encouraging, and enjoy working with young people. Work within the context of the vision of St. Paul's and the Code of Conduct by supporting the learning of pupils with SEND.

Main Responsibilities:

- Training learning support assistants in helping students to improve their literacy and understanding of language concepts
- Work with the Head of English and heads of other departments with a significant literacy requirement to plan to meet the needs specific groups of children and to understand the areas to be covered
- Working with identified individual pupils or small groups of pupils to improve their understanding of grammar and syntax necessary to improve the quality of their extended writing and written communication.
- To keep records of work covered and progress made by pupils and to liaise with teachers.
- Work with a range of subject areas across the school.
- Work with pupils and students in Years 7-13.
- Help students in the writing of UCAS personal statements.
- Work with pupils through a Specialised Literacy programme during morning registration.

General:

- To work as an effective member of a team and to promote team work at all times
- Observe good working practices and current health and safety regulations
- Exercise flexibility in working hours / days in carrying out your own duties
- Observe and adhere to all Policies, Procedures and Regulations
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St Paul's Catholic School provided that they are consistent with the nature of the post
- Be committed to and attend relevant continuous professional development
- Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Head teacher
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
- This list is an outline of the responsibilities. The post holder will be expected to undertake other duties relevant to the post in discussion with the Business Manager or Headteacher.

St Paul's Catholic School is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS declaration.

Signed: **Name:** **Date:**