

Dear Applicant

Thank you for your interest in the position of **Reading and Literacy Assistant** (1 year in first instance) **at Dean Trust Ardwick**, 345 Stockport Road, Ardwick, M13 0LF.

Salary – **Band 3 Point 17-21 £17,772-£20,138** per annum, pro rata – **Actual Salary £15,218**

- 36.25 hours per week, 8.00am – 4.00pm Monday to Friday
- Term time only including 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

#### **Method of Application**

The preferred method of application is electronically via email to [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

#### **Closing Date**

Applications received after the closing time of **10am Monday 15<sup>th</sup> January 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs S Taylor  
**HR & Payroll Manager**

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# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Reading and Literacy Assistant</b>
<b>Reporting to</b>	<b>Head of English</b>
<b>Main purpose of job</b>	To work under the direction of teaching/senior staff to deliver literacy and reading support programmes, to enable pupils to maximise progress with their reading. The role will have a main focus on supporting Pupil Premium pupils and work may be carried out both in the classroom environment and outside the main teaching area. You may be required to supervise groups of pupils undertaking a range of reading activities.
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"><li>• To identify and deliver relevant intervention strategies to help pupils improve their literacy skills and reading ages</li><li>• To undertake regular assessment and testing to monitor reading ages and identify intervention required.</li><li>• To develop a programme for high performing Pupil Premium pupils</li><li>• To co-ordinate and deliver intervention programmes such as LEXIA</li><li>• To develop suitable materials to bring about improvements in pupil learning and share these with other staff</li><li>• To provide half termly reports on pupils' progress in reading and literacy</li><li>• To liaise with the relevant staff to implement effective 'catch-up' programmes for pupils who have low-level literacy skills</li><li>• To ensure pupils have new opportunities to develop key literacy skills</li><li>• To provide appropriate advice to parents and staff on how best to develop reading and literacy via meetings and developing materials for the school website and Moodle</li><li>• To work with our feeder primary schools to enhance the transition experience of pupils, identifying early intervention opportunities to increase literacy before entry to the School</li></ul>	

<b>All employees have the responsibility to:</b>
<ul style="list-style-type: none"><li>• Ensure any documentation produced is to a high standard and is in line with the brand style</li><li>• Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person</li><li>• Participate in training and other learning activities as required</li><li>• Participate in the school/academy Performance Management process</li><li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li><li>• To promote the area of responsibility within the school/academy and beyond</li><li>• To represent the school/academy at events as appropriate</li><li>• To support and promote the school/academy ethos</li></ul>

- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

The job description will be updated where appropriate in consultation with the post-holder.



## Person Specification

<b>Education and qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"><li>Minimal 5 A*-C GCSE grades including English and Mathematics</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>A Level qualification including English based subjects</li><li>Knowledge and experience of GCSE Statistics</li></ul>
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"><li>Developing effective working relationships with children in a Literacy setting</li><li>Knowledge and experience of delivering key literacy skills</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>A clear understanding of Phonics</li><li>Effective use of ICT to support learning</li><li>Recent experience of working in a primary or secondary school environment</li><li>Recent experience of working in a school on literacy focused projects</li><li>An understanding of Pupil Premium funding and its purpose</li><li>Knowledge of literacy based programmes used to improve pupil literacy e.g. LEXIA</li></ul>
<b>Knowledge</b>	<b>Essential</b> <ul style="list-style-type: none"><li>An understanding of children with specific needs in a Secondary School environment</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>Detailed knowledge of the English curriculum</li></ul>
<b>Skills and abilities</b>	<b>Essential</b> <ul style="list-style-type: none"><li>Ability to work effectively with a wide range of people and services</li><li>Proven communication skills, verbal and high level writing skills</li><li>Excellent time keeping and attendance record</li><li>Flexible approach to working hours/arrangements</li><li>Ability to work as part of a team</li><li>Calmness under pressure</li><li>An enthusiastic, proactive and positive attitude towards young people and the education environment</li><li>Ability to use own initiative in undertaking tasks</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>General understanding of national curriculum and other basic learning programmes/strategies</li></ul>