

Job Description – Literacy Intervention Lead

The Futures Trust and Hinckley Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| Responsible to | Headteacher |
| Grade | Qualified Teacher Scale (potential TLR level to be agreed depending upon the successful candidates experience and skills) |
| Hours | Full Time |
| Location | Based at Hinckley Academy with a requirement to travel to work at or for schools in the Trust and Hinckley Academy feeder primary Schools |

Duties and responsibilities:

To raise standards of literacy in Year 7 and 8 and ensure that all students are GCSE ready via structured intervention teaching, CPD for English and Humanities teachers to improve the consistency and quality of teaching of technical literacy in KS3 and outreach work in feeder primary schools to impact on Y5/6 outcomes prior to students joining the Academy.

Lead on

- The delivery of curriculum literacy and literacy intervention
- The development of the literacy curriculum and programs of study in Year 7 & 8.
- Close liaison with the English faculty and The Bridge and Year 8 Hub Teams to ensure the development and co-ordination of a program of targeted intervention in Year 7 & 8.
- Training teaching staff across Y7 & 8, to develop technical literacy expertise and pedagogy.
- Training and leadership of teaching assistants as literacy intervention specialists.
- The identification of and creation of a range of innovative resources to engage and raise standards in literacy in Year 7 in the first instance.
- The development of a high attaining literacy group focused upon raising the attainment and aspirations of high attaining students and offering significant enriching experiences and stretching additional work that raises aspirations and drives progress.
- The identification of areas of underachievement with rapid intervention put in place to address.
- Implementation of personalized programs to remove barriers to literacy
- Training staff across The Bridge to understand the Year 5-6 curriculum and SATs expectations.
- Close liaison with the Head of English to develop the school as a reading community.

Partner Primaries

- The development of curriculum transition literacy and learning links with feeder schools.
- Support the teaching of Key Stage 2 English and literacy, including phonics, through modeling good practice, supporting CPD and coaching
- Improve achievement of targeted students in Literacy in Year 5/6.

Other Responsibilities

- To work as part of The Intervention Hub team and very closely with The Bridge Team and English Faculty.
- To run relevant and targeted enrichment and learning support activities.
- To undertake duties in the Hub.
- To support The Intervention Hub Team and Bridge team behaviour and rewards systems
- To lead and develop events designed to raise the profile of literacy and reading and build productive relationships with families

Professional Development:

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Leader of Literacy are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

| Special conditions of employment |
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| <p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p> |
| <p>Safeguarding and Promoting the Welfare of Children and Young People</p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p> |
| <p>Health and Safety</p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p> |

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. 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.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Lisa Hickman, Headteacher

Date: April 2022