



COWBRIDGE COMPREHENSIVE SCHOOL

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JOB DESCRIPTION

POST TITLE	:	Literacy Support & Interventions Assistant
POST GRADE	:	Grade E
RESPONSIBLE TO	:	Leader of English
MAJOR PURPOSE OF POST	:	To assist with a range of educational interventions and enrichment programmes in line with the School Improvement Plan / English Departmental Improvement Plan.



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Job Purpose

To assist with a range of educational and enrichment programmes, provisions and interventions in line with the School Improvement Plan (SIP) and English Department Improvement Plan

Key Relationships

The Support and Interventions Assistant is responsible to the Leader of English and other Heads of Department to accommodate pupils' learning and teaching. This also includes assisting with and delivering high quality literacy interventions

Key Activities

- To assist with the preparation of an annual action plan for the Learning Resources Area which is fully costed and highlights how the provision will be managed
- To assist with the resources area and its resources to meet the needs of the school's curriculum and to support the reading, learning and information requirements of the students and staff
- To assist with the planning and preparation of daily interventions and deliver programmes for pupils with literacy difficulties to a high standard
- To assist with the provision for alternative curriculum for KS3/4 students no longer following a GCSE course of study e.g. students who have already completed early entry for GCSE qualifications and/or need alternative curricular provision
- To plan, arrange and deliver activities for lunchtime and break time to enhance learning and provide activities which enrich the education of pupils e.g. games club, film club, computer club
- To facilitate and support the enrichment programmes provided externally e.g. SkillForce, Elevate etc
- To co-ordinate and manage the reading intervention groups in registration
- To assist with identifying and displaying the excellent work of students within and external to the LRC in co-ordination with Departments
- Assist with the development and monitoring of tracking systems for literacy interventions



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- To organise the resources effectively and to use display material and other resources to enhance accessibility and attractiveness of the library for information retrieval and leisure use
- To assist with the development of the information retrieval skills of students and staff to allow them to access information effectively in both electronic and paper form
- To ensure the stock of library resources (both paper and electronic) is managed effectively on a daily basis and particularly placing orders for new stock, checking, classifying and cataloguing new items, dealing with the condition and repair of returned items
- To assist with the preparation and monitoring of the library budget
- To support the development and implementation of a school library policy which is aligned with school-wide targets
- To organise and deliver library induction sessions for students on the use of library resources.
- To supervise and help individual students that are working in the library and ensure that appropriate discipline is maintained within the school's policy
- To develop and supervise student library monitors. In particular, develop a group of students to be lead prefects for the library
- To attend meetings with the line manager and, as required, take part in performance appraisal and further professional development
- Promote the development of reading and literacy skills for information and recreation and take a lead in creating a whole-school environment which encourages reading for pleasure, particularly amongst low ability learners and ALN pupils
- Assist with the development of literacy intervention programmes for improving the reading skills of pupils with below average reading ages
- To assist with the arrangements for the National Literacy tests, including assisting with marking the Reading assessments with effect from May annually
- Collaborate with feeder primary schools to support transition between Primary/Secondary



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- Work with Higher Educational institutions where appropriate to develop information literacy strategies to support 14-19 vocational learning
- To assist with managing the booking and co-ordination of the emerging digital technologies in liaison with the Leader of English
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may be reasonable required by teachers to support pupils.



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PERSON SPECIFICATION

Experience	<ul style="list-style-type: none">- Successful experience of working with secondary age pupils in a library or school setting.- Advanced ICT skills to access and retrieve information.- Experience of working with young people and meeting their particular needs and requirements particularly pupils with ALN and low ability students
Qualifications/Training	<ul style="list-style-type: none">- A minimum of NVQ3 level suitable qualifications or equivalent experience.- Minimum of 5 GCSEs Grade C or above- Preferably GCSE English
Knowledge/Skills	<ul style="list-style-type: none">- Knowledge of contemporary children's literature- Knowledge of successful literacy improvement programmes and their impact- Skills and confidence to be able to manage effectively large groups of young people- Able to work in a changing environment, be open to new ideas and show initiative and own ideas for creative solutions.- Able to work as part of the school teams of staff curriculum/resource support team.- Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff- Effectively use ICT and other equipment and resources.- Full working knowledge of school policies on child protection, health and safety, confidentiality, student behaviour/discipline and equal opportunities.- Knowledge of the school curriculum and PSE Programme- Ability to self-evaluate professional development needs and actively seek learning opportunities.