

Job Description: Literacy Interventions Co-ordinator

Reports to:	Assistant Principal of Inclusion
Start date:	ASAP
Location:	Ark Globe Academy, Harper Rd, London SE1 6AF
Contract:	Permanent
Salary	Grade 5 (£28,977 -£32,634)

The Role

This role will co-ordinate the delivery of two key reading intervention programmes (Fresh Start and Lexonic) supporting targeted students in improving their reading age. You will be responsible for the monitoring of student attendance, engagement and progress. You will support the Assistant Principal in ensuring that all students make excellent progress in-line with the academy's expectation.

Key responsibilities

- To keep up to date on training to be able to deliver reading interventions
- To lead sessions through a timetable of reading interventions for students identified
- To monitor student attendance, progress and engagement at intervention sessions
- To be responsible for ensuring a calm and purposeful atmosphere in all intervention sessions
- To review termly data of the impact of literacy interventions and share findings
- To liaise with the EAL lead to best support EAL students engaging in intervention programmes
- To work with pastoral teams, meet with parents and maintain links between home and school

Academy Culture

- Up hold the values in the Academy Culture Pyramid
- Support the academy's values and ethos by contributing to the development and implementation of policies practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To be active in issues of student welfare and support
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

Other

- Undertake other various responsibilities as directed by the Executive Principal/AP Inclusion
- Undertake fire marshall duties, where required
- Undertake, and when required, deliver or be part of the appraisal system

Person Specification: Literacy Interventions Co-ordinator

Qualification Criteria

- Qualified to degree level and above (desirable)
- Qualified to work in the UK
- Certified teaching assistant course or training or commitment to work towards these
- English and Mathematics GCSE at grade C or above (or equivalent)
- High Level Teaching experience and a Degree (or equivalent)

Personal characteristics

- Adaptable, organised and able to work with minimum supervision
- Demonstrates resilience, motivation and commitment to high standards of work and achieving excellence
- Approachable, flexible, calm and caring with a 'can-do' attitude
- Understands the importance of confidentiality and discretion

Specific skills

- Excellent communication skills, both written and oral
- Competent with IT and the use of it to analyse data
- Excellent administrative and organisational skills
- Able to understand and implement particular strategies and methods to help students to improve their learning and enjoyment of learning
- Relentless drive to do whatever it takes to ensure all students succeed
- Ability to instil and ensure high expectations and the Globe Values outlined in our Culture Pyramid

Other Commitment to equality of opportunity and the safeguarding and welfare of all pupils

- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.