

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



# Literacy Mentor

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# About the Role

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



- ❖ *Are you looking for a new challenge where no day is ever the same? Do you have a real passion for supporting young people to achieve more?*
- ❖ *We are a dynamic, supportive workplace situated in the heart of rural Cornwall approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.*
- ❖ *As a Literacy Mentor, you will inspire and motivate students to develop the reading and literacy skills they need to do well at school and in their future lives.*

## **About the Job**

- Starting salary £13,811 actual gross per annum
- Monday to Friday, 31.25 hours per week, term time only (pro rata)

At Brannel School we are expanding our Learning Support Team to reflect a whole school focus on literacy. Literacy Mentors will work with individual and small groups of students, building positive and supportive relationships that encourage engagement with learning through activities such as one-to-one paired reading, or working with a group of three or four students on phonics.

## **About the Team**

Brannel School is characterised by the positivity of our staff and the overwhelmingly happy and supportive atmosphere around the school. As a Literacy Mentor, you will work as part of a small, hardworking and supportive team focused on learning support.

## **About You**

We *really* want to hear from you if you are someone with excellent literacy skills who is able to:

- demonstrate enthusiasm for making a difference to the lives of young people;
- establish a rapport with young people, engaging them and keeping them focused and motivated;
- create a happy, challenging and effective learning environment;
- respond effectively to students, adapting your approach in order to get the best out of each individual.

## About the School

Brannel School offers 850 places to students aged 11-16. We are situated in the heart of rural Cornwall, approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.

Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. We aim to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

## We will offer you:

- An energising and supportive working environment with high expectations and standards.
- A unique opportunity to help develop strategies for embedding literacy across the school.
- Colleagues who are reflective, committed professionals, who are motivated by challenge and willing to go the extra mile for our students to achieve the very best results.
- Opportunities for training and development which can lead to career progression. We offer a broad range of training, for example, linked to delivering specific literacy interventions, first aid at work certificate, or how to engage disaffected students. Or you may wish to expand your knowledge by taking recognised qualifications such as: Level 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Specialist Support for Teaching and Learning in Schools - or similar. As an experienced teaching assistant, you may be able to study for a foundation degree.

## Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

## Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



# Job Description

<b>Job title:</b>	Literacy Mentor
<b>Job purpose:</b>	To close the gap for students targeted as not yet achieving expected progress in Literacy.
<b>Reporting to:</b>	Literacy Lead Teacher
<b>Responsible for:</b>	No line management responsibility
<b>Location:</b>	Brannel School
<b>Salary grade:</b>	D grade
<b>Hours:</b>	31.25 per week, term time only plus 3 Inset days

## Main Duties and Responsibilities

- ❖ **Delivers literacy intervention:** directly supports identified students (individually or in small groups) using Read, Write, Inc, Accelerated Reader and other literacy intervention programmes.
- ❖ **Supports key staff with literacy lessons:** liaises with the Literacy Lead Teacher, school librarian and other key staff to support the progress of targeted students within literacy lessons.
- ❖ **Supports all teaching staff to improve literacy across the curriculum:** works across the school to ensure that every teacher communicates their subject through academic language, and that reading, writing, speaking and listening are at the heart of knowing and doing in every subject.
- ❖ **Supports the Literacy Lead Teacher to evaluate progress:** works with designated systems to audit, monitor and evaluate literacy provision for targeted students, adopting and adapting intervention strategies as required. This may include reading and keeping up to date with the individual files of students requiring additional support and contributing to the writing and discussions of ILPs and Pupil Profiles.
- ❖ **Undertakes relevant pastoral duties:** this may involve supporting individual students to remove barriers to learning; accompanying students on school trips etc.
- ❖ **Actively promotes the school's policies:** this will include carrying out a share of lunchtime supervisory duties in accordance with published rotas, in order to support the school's Behaviour for Learning Policy.

## **General responsibilities applicable to all staff**

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

## **CELT Special Conditions of Employment**

- ❖ Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- ❖ The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder 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.
- ❖ All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

## **Note**

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

# Person Specification

	Essential	Desirable	Assessed
Education and Training	<ul style="list-style-type: none"> <li>• A good standard of education with GCSEs at grades 9 to 4 (A* to C) including English and maths.</li> <li>• Able to use a range of standard ICT applications effectively, as required e.g. Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification.</li> <li>• Willingness to work towards a relevant qualification if not already held.</li> </ul>	Application Form/ Certificates
Experience, Knowledge and Skills	<ul style="list-style-type: none"> <li>• Excellent literacy skills.</li> <li>• Excellent verbal communication skills.</li> <li>• Good numeracy skills.</li> <li>• Good organisational skills.</li> <li>• Active listening skills.</li> <li>• Ability to build effective working relationships with students and adults.</li> <li>• Ability to undertake effective development planning, report writing and record keeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience of working with, and motivating, children and young people.</li> <li>• Knowledge of guidance and requirements around safeguarding children.</li> <li>• Training in relevant learning strategies e.g. literacy.</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs.</li> <li>• Understanding of issues related to under-achievement and the barriers to learning that some young people face.</li> </ul>	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• A high level of patience and empathy with children and young people.</li> <li>• A high level of mental and emotional resilience.</li> <li>• The ability to remain calm in stressful situations.</li> <li>• An innovative approach and eagerness to constantly improve.</li> <li>• Willingness to continue to learn, develop and train.</li> </ul>		Application Form/ Interview
Additional requirements	<ul style="list-style-type: none"> <li>• Enjoys working with young people – demonstrates commitment to getting the best outcomes for students.</li> <li>• Understands and respects the need for absolute confidentiality.</li> <li>• Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School.</li> <li>• Commitment to safeguarding, wellbeing and equality.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to undertake some driving in role e.g. minibus.</li> </ul>	Application Form/ Interview