

Magdalen College School

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

JOB DESCRIPTION

Post Title	Literacy Specialist
Postholder	
Reporting to	SENCO
<ul style="list-style-type: none"> ▪ Job Purpose 	<ul style="list-style-type: none"> ▪ Raise Levels of literacy amongst identified groups at KS3 and KS4
<ul style="list-style-type: none"> ▪ Main responsibilities of the post 	<ul style="list-style-type: none"> ▪ To assist with the early identification of students in need of SEND support and lead in identifying those in need of specific literacy support. ▪ To lead in the cycle of assess/plan/do/review in supporting students with identified literacy needs. ▪ To plan intervention support for students with literacy difficulties; delivering identified intervention; monitoring outcomes and assessing the impact before identifying next steps. ▪ Contribute to the development of provision for students with literacy difficulties across the whole school. ▪ Work with staff, students and parents/carers to ensure realistic and challenging expectations of progress, attainment and achievement are set for students with literacy difficulties.
<ul style="list-style-type: none"> ▪ Team responsibilities 	<ul style="list-style-type: none"> ▪ Work collaboratively with all members of the Inclusion team, to support the progress of students with SEND ▪ Contribute to the Inclusion Development Plan ▪ Encourage inclusive practice in teaching and learning across the team and throughout the school. ▪ Maintain accurate and up to date records for students with SEND. ▪ Supervise the activities of activities or groups of students both in and out of the classroom. ▪ Be a point of contact for students and their parents/carers. ▪ Attend Annual Review and multi-agency meetings as appropriate. ▪ Monitor and support other Inclusion team members who prepare and deliver Literacy and EAL/ESOL.
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise

	<ol style="list-style-type: none"> 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
<p>Personal Qualities; the postholder is expected to be:</p>	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signed

.....Post holder

.....Line Manager

.....Date