



SEND LITERACY COORDINATOR

Grade: Band: 2 Point 14-16

Faculty: SEND

Responsible to: Faculty Lead – SEND

Purpose of Job:

- To support the work of the Faculty Lead – SEND by assisting with the planning, monitoring, assessing and delivering of SEND literacy programmes to students on the SEND register.
- To work under the guidance of and in partnership with classroom teachers to support learning in line with the National Curriculum, codes of practice and academy policies and procedures.
- To supervise and maintain safe and enjoyable break times for students.
- To contribute to the whole academy ethos, environment and organisation, both practically and as a positive role model for students and colleagues.

Duties and Responsibilities:

- To participate in planning and evaluation of learning activities under the guidance of the classroom teacher
- Implement planned interventions in line with class provision map as agreed with the SENDCo.
- Prepare resources required for planned interventions to ensure that activities have a significant impact on progressing students' learning.
- Use detailed knowledge and specialist skills to support and progress students' learning.
- Deliver agreed learning activities to students, adjusting activities according to student responses/needs.
- Promote all aspects of growth mindset at all times, particularly those related to independent and resilience, employing strategies to encourage this in children and young people.
- To establish positive relationships with children, young people and adults.
- To provide oral and written feedback during all sessions whether working with whole class, small groups or individual students.
- To assess, record and report on development, progress and attainment as agreed with the SENDCo.
- To assist with the development and the implementation of One page profiles.
- To help the student learn effectively on their own and in a group.
- To help develop the students' self-esteem.
- To encourage independence and self-reliance.
- To support quality first teaching

General:

- To support the use of technology in the classroom and develop the student's confidence and independence in its use.
- To promote positive student behaviour in line with academy policies.

- To promote the inclusion and acceptance of students with special or additional needs within the classroom, ensuring access to lessons and their content, by making things clear, explaining concisely and using appropriate resources.
- To attend to the personal needs of students including help with social, welfare and health matters including minor first aid where necessary.
- To liaise with other staff and provide information about students as necessary.
- To assist in the display and presentation of students' work.
- To carry out reasonable administrative duties as directed by the SENDCo.
- To assist with escorting and supervising students on educational visits if required.
- To understand and follow academy practices and protocol regarding Child Protection and Safeguarding.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE PRINCIPAL AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.

It may be a requirement at times for you to take responsibility for a class of students at the changeover period between lessons.

PERSON SPECIFICATION

Qualifications

Essential

- Qualifications in Maths and English at minimum C grade GCSE or equivalent Level 2 qualification

Desirable

- Further relevant qualifications e.g. TA qualification, qualification in child care, A levels/Level 3 qualifications

Experience

Essential

- Experience working with young people aged 11-16

Desirable

- Experience working with young people in an educational capacity and/or with young people who have emotional and behavioural difficulties

Knowledge and Skills

Essential

- Ability to relate well to children and adults and establish good working relationships *
- Ability to provide support for pupils, including those with special needs, ensuring their safety and well-being
- Ability to utilise a range of strategies to support pupils in making progress
- A good understanding of child development and learning processes
- Ability to undertake pupil record keeping as requested, record achievements and progress and provide appropriate feedback for the teacher
- Act as role model
- Use ICT effectively to support learning
- A good understanding of numeracy and literacy rules to support learning
- Constantly improve own practice through self-evaluation and sharing good practice
- Understand classroom roles and responsibilities and your own position within these
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection

Aptitude

Essential

- Work effectively as part of a team and contribute to group thinking, planning etc.
- Effective time management
- To be flexible
- Ability to follow instructions accurately
- Use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Motivate, inspire and have high expectations of pupils
- Creative approach to problem solving

- Work calmly under pressure
- Committed to personal and professional development
- Awareness of, and commitment to, equalities issues

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- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade