



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
St Clare Catholic Multi Academy Trust

This school is committed to creating and nurturing a Christian ethos, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB DESCRIPTION **Literacy Support Assistant**

Grade Scale: 4 Point: 7

Responsible to SENDCO

Purpose of the Job

- To raise standards in literacy across the secondary phase
- To prioritise the importance of reading to ensure students can access the full curriculum offer in the secondary phase
- To be a positive role-model for students and staff
- To fulfil the professional responsibilities as set out in the school's Staff Code of Conduct and other policies.

Key Tasks to Achieve Outcomes

- Diagnose reading proficiency and deliver evidence-based strategies and interventions, which support reading fluency, phonics and blending, and comprehension.
- Participate in training and actively pursue your own professional development
- Communicate effectively and positively with students, staff and parents
- Coordinate with the primary leader of phonics.
- Record and report on students' progress through interventions delivered

Indicators of Performance

- Students who participate in literacy interventions will catch-up with their peers' literacy levels
- Students who participate in literacy interventions will be able to access the full curriculum in the secondary phase

The Line Manager will evaluate the performance of the Literacy Support Assistant by:

- Analysis of the results and outcomes for students participating in literacy interventions
- Analysis of the results of students across all subjects
- Observation of intervention activities
- Evaluation of pupil and parent voice through surveys and day to day interaction