



Role Profile for the post of LSA - literacy intervention

Accountable to:	SENDCo Liaise with other senior staff on specific related items.
Location:	LDC
Grade:	6 – SCH28e

Job Summary

The primary focus of the role will be on identifying and supporting students with additional literacy needs. The postholder will undertake specialist literacy intervention programmes for individuals and groups of students to help them to achieve their potential.

Main Responsibilities

- Carry out annual baseline testing for Y7 cohorts and new in-year admissions using the most suitable testing methods.
- Using testing data and any other information provided by others, identify learning gaps.
- With the SENDCo identify and agree those students' requiring intervention. Support the development of individual learning plans for students.
- Independently plan, prepare, and deliver specialist learning programmes for individuals or small groups of students to motivate them and close their learning gaps
- Monitor the implementation of literacy intervention plans and report on progress achieved,
- Work with Heads of faculty and teachers to ensure intervention programmes support and compliment the curriculum
- Provide SEND data, advice, information on students to other staff in the school when needed
- Attend or provide information for parents' evenings as directed by your line manager
- Develop good professional relationships with students and use suitable authority and boundaries when necessary
- Recognise and reward achievement and progress using the college's existing reward framework
- Ensure there are clear routines and rules for behaviour; use the college's existing framework for sanctions consistently and fairly
- Work with parents/carers of students who need additional support to overcome barriers to learning.
- Work with external agencies or organisations who may be involved with students and their families to address any barriers to learning
- Maintain confidentiality in relation to students' personal circumstances.
- Maintain accurate student records using existing systems (SIMS, MyConcern etc.) and prepare written reports and evaluations.
- Supervise small study groups of SEND students as directed by the SENDCo



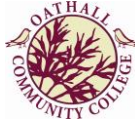
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Other Duties

- Observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Understand and comply with all other relevant school policies.
- Attend courses and broaden knowledge and skills relevant to responsibilities
- Carry out any other reasonable duties and responsibilities commensurate with the post.

Person Specification

Type of education, skills, attributes, and experience	Requirement level
Education	
Maths and English at level two (GCSE or equivalent) or above	Essential
HLTA qualification	Desirable
Degree, diploma, recognised professional qualification particularly in a relevant field.	Desirable
Experience & Skills	
Highly computer literate and able to type. Able to use standard office software applications (Excel, Google, Word, Outlook etc.)	Essential
Excellent standard of spoken and written English	Essential
Exceptionally good organisational skills including the ability to plan, prioritise, work to deadline, and manage time effectively	Essential
Ability to analyse and evaluate data, produce reports, contribute to the production of policies and procedures.	Essential
Ability to communicate and differentiate subject specific concepts and ideas	Essential
An understanding of SIMS (or similar school MIS)	Desirable
Working knowledge of SEN and the SEND code of practice	Desirable
Understanding of Safeguarding, in particular Keeping children Safe in Education (KCSIE)	Desirable
Be able to demonstrate that they know how to effectively manage behaviour and a safe learning environment	Desirable
Experience of teaching, tutoring or training	Desirable
Experience of working or volunteering in a school environment	Desirable



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Type of education, skills, attributes, and experience	Requirement level
Attributes	
Confident communicator – both face-to-face, on the phone and in writing	Essential
Ability to communicate diplomatically and sympathetically with a range of different audiences	Essential
Positive, can-do attitude	Essential
A desire to learn and develop skills through independent research. An ability to use own initiative to 'work it out'.	Essential
A desire to see jobs completed to a high standard & with close attention to detail	Essential
Ability to use initiative, work independently and manage and prioritise own workload.	Essential
Ability to collaborate and work as a team	Essential
Smart professional appearance	Essential