



Job Description

Job Title: Reading and Literacy Mentor

Responsible to: Lead learner for Literacy

Salary Grade: 5

Key Purpose:

- To actively promote the importance of reading and literacy for all students and staff in the school.
- To promote a love of reading through engaging and evaluative discussions based on a wide range of texts.
- To provide opportunities to reflect on how reading can help us understand the world in the broadest sense.
- To provide opportunities that deepen our understanding of the world, allow for reflection and promote spirituality through a love of literature.
- To promote curiosity and courageous advocacy through the development of knowledge from reading.
- Uphold the School's ethos and vision through relationships with other colleagues and students and by following the School's policies and procedures as set out in the Staff Handbook

Main Responsibilities:

- Facilitate individual and small group student learning during timetabled intervention lessons.
- Prepare for, and deliver, intervention lessons for students with low literacy levels and/or low reading ages.
- Prepare for, and deliver, intervention lessons to students for whom English is an additional language.
- Prepare for, and deliver, intervention lessons to students requiring targeted catch up or bespoke provision for English or literacy.
- Facilitate and support the assessment of reading and literacy levels with students.
- Encourage high expectations for behaviour, engagement and learning.
- Create a purposeful and productive working environment that promotes confidence and motivation.
- Support students inclusively, providing feedback on learning and progress to the Lead Learner for Literacy
- Work collaboratively with the Lead Learner for Literacy in order to support progress and measure success.
- Observe all Health and Safety procedures relevant to the area

Other duties may include support for Departments by:

- Creating displays within the classroom and around the school
- Assisting with Departmental administrative duties
- Participating in field trips, visits and Activities Days
- Invigilating examinations/assessments
- Covering lessons for absent staff

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.