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| **Job Description**  **Post of Literacy Intervention Mentor**  **(Higher Level Teaching Assistant)** | |
| Role title | **Literacy Intervention Mentor (HLTA)** |
| Purpose of role | To provide higher level support for teaching and learning with a focus on improving literacy levels, both within lessons and as part of small group teaching. |
| Working hours | 35 hours per week (term-time only position) |
| Line Manager | Director of English |
| Grade of Post | Scale 5 (12-17 points) pro rata |

**Key Duties**:

1. Lead our literacy intervention programmes, including ‘Toe by Toe’, ‘Lexonik’ and ‘Super Readable Roller Coasters’.
2. Contribute to planning and evaluation of small group intervention lessons
3. Support teachers to assess student needs and progress and use detailed knowledge and specialist skills to support learning and promote independence
4. Liaise with staff and other relevant professionals and provide information about students as appropriate
5. Contribute to meetings and CPD

All support staff are expected to:

* Support the school values and ethos
* Follow school policies, practices and procedures
* Participate in the annual appraisal system
* Support equal opportunities measures and promote anti-discriminatory practice
* Support safeguarding and child protection measures and promote the welfare of students
* Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.
* Education Learning Trust will expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

***As part of the conditions of employment, the postholder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the school’s Senior Management. These duties are not exhaustive or exclusive. The duties may be varied provided that any other duties are appropriate to the grading level of the post.***