

# Information for Prospective Candidates

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Gildredge  
House

An Ofsted  
**GOOD**  
School



**MAY 02 2024**

**Position: Literacy Intervention Specialist**

**Contract: Full time, Fixed Term (3years)**

**Start date: 01 Sept 2024**

**Deadline: Thursday 16<sup>th</sup> May, 9am**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Literacy Intervention Specialist. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) or visits to the school or phone calls with the Assistant Head Teacher for Inclusion are welcomed.

**CLOSING DATE:** Thursday 16<sup>th</sup> May  
**START DATE:** 01 September 2024  
**INTERVIEWS:** In the week following the closing date for applications  
**HOURS OF WORK:** Full time, Fixed Term (3 years). 35 hours per week; Term-time only  
**SALARY RANGE:** Gildredge House Support Staff Scale, Grade 7 Points 17-18 (£26,539 - £27,196 FTE, Actual salary £20,799 - £21,314 pro rata)

- Are you enthusiastic, patient and able to work within a team and independently?
- Do you have a passion for developing students' literacy skills?
- Can you work with a variety of students from the ages of 5-16?

**If the answers to these questions are 'yes', then Gildredge House wants to hear from you.**

We are looking for a highly motivated individual to work closely with the Literacy Coordinator and Head of English to drive the improvement of literacy skills for those identified as requiring support.

Our 'Good' Ofsted judgement (November 2018) is a strong foundation on which to build and develop the school. The challenge is to sustain and further improve through every aspect of Gildredge House as the school continues to develop.

As Literacy Intervention Specialist you will join an outstanding team of inspirational staff, where you will be required to plan, deliver and evaluate literacy interventions for students from years 5-11, that support the development of their literacy skills and ability to access the curriculum and thrive.

Within the school, you will find a team who are dedicated to providing engaging, stimulating lessons to students of all abilities, and classrooms where rapport and relationships are given the highest priority. We plan with creativity and teach with enthusiasm, ensuring that every student reaches their full potential. We aim to help students develop resilience and confidence in the face of a challenging curriculum, and to prepare them for demanding examinations and the world around them.

### **Gildredge House offers:**

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

**Our school motto: 'Aspire'**

### **As an employee of the school, you would benefit from:**

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season.
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

**Hours of work:** Mon-Friday 8.00am - 4.00pm in term time only. You will be contracted for 43.2 weeks per year, to include 37.4 weeks of term-time, plus 1 week of INSET and 26 days of paid holidays.

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) to enquire.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

If you wish to discuss the post further or visit the school, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) Tel: 01323 400650.

## **Job Description: Literacy Intervention Specialist**

**Pay Point GH Support Staff Scale Grade 7 Points 18-19**

**Responsible to:** Literacy Coordinator and Head of English

**Responsible for:** Literacy Interventions (Years 5-11)

### **Purpose of the Job**

The job description below gives an insight into the tasks and responsibilities for the post of the Literacy Intervention Specialist and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking for our Literacy Intervention Specialist. We are interested in candidates with the potential to make a substantial contribution to the development of positive behaviour and progress at Gildredge House.

### **General Responsibilities:**

To effectively coordinate and implement whole school literacy interventions for small groups of students from years 5-11.

### **Main Responsibilities, Tasks and Duties:**

1. To plan, deliver, review and report on a range of literacy interventions to suit the needs of identified students.
2. To facilitate a controlled, purposeful and supportive learning environment, where students can complete personalised intervention work.
3. To foster a love for reading and employ various reading strategies to enhance comprehension, critical thinking and analytical skills.
4. To develop writing skills that improves grammar, composition and creative expression.
5. To ensure that information regarding student work and progress is shared with the Literacy Coordinator and Head of English.
6. To work strategically with the Literacy Coordinator, Head of English and Assistant Head Teacher for Inclusion to ensure that appropriate, personalised learning pathways are in place for students accessing bespoke interventions.
7. To liaise with parents and relevant staff within school to provide updates on the students' progress within the interventions being delivered and communicate any next steps / further actions to be followed.
8. To keep records, analyse data and prepare reports relating to the impact of interventions completed.
9. To ensure the resources, equipment and physical environment to effectively deliver interventions are maintained and available for student use.
10. To attend relevant meetings and training in order to remain at the forefront of educational thinking.
11. To undertake other activities in accordance with the ethos of Gildredge House.
12. To use academic and diagnostic assessment data to inform student selection process for specific interventions.

## **Creativity, Innovation and Expectations:**

The post holder will be supported to create strategies and practices around literacy interventions. The post holder will be required:

1. To help develop imaginative and innovative responses to support the students accessing the relevant interventions.
2. To work innovatively with the Literacy Coordinator, Head of English and Assistant Head Teacher for Inclusion to plan ways in which the interventions can be improved.
3. To have regular contact with stakeholders.
4. To have regular contact with identified students.
5. To ensure regular contact with the Line Manager.
6. To build relationships with family members of identified students.
7. To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post. Any changes of a permanent nature will be incorporated into the job description in specific terms, following consultation with the post holder and Senior Leadership Team.

## **General:**

1. The post holder will be asked to carry out a number of tasks each day and will need to prioritise these tasks to ensure daily routines are consistently followed, and all deadlines are met.
2. The post holder will work predominately in their own intervention room.
3. Working practices will include regular use of a computer.
4. Equal Opportunities - The post holder is required to carry out the duties in accordance with the school's Equal Opportunities policies.
5. Health and Safety - The post holder is required to carry out the duties in accordance with the school's Health and Safety policies and procedures.
6. All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

## **General Expectations**

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

## **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

## Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.

The post-holder is expected to carry out such duties as may reasonably be required by the Executive Head Teacher from time to time, which are commensurate.

## Person Specification: Literacy Intervention Specialist

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
HLTA Qualification		✓
Experience of supporting students	✓	
A willingness to undertake professional qualifications to support the needs of our children	✓	
Experience of supporting children with managing their behaviour	✓	
Evidence of supporting children with emotional needs	✓	
A proven ability to engage with primary and or senior aged children	✓	
<b>SKILLS AND KNOWLEDGE</b>		
A knowledge and understanding of school curriculum	✓	
A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to inform future planning	✓	
Knowledge and understanding of the barriers associated with developing literacy	✓	
A knowledge and understanding of a variety of literacy interventions that can be used to support the progress of students from years 5 to 11	✓	
<b>PROFESSIONAL SKILLS</b>		
Able to reflect on and analyse own practice	✓	
High expectations of achievement and behaviour	✓	
Flexibility and desire to work as part of a team	✓	
Good organisational skills in work-related matters	✓	
A good level of ICT skills		✓
A good understanding of the principles of positive behaviour management	✓	
<b>PERSONAL QUALITIES</b>		
A caring nature and a genuine love of children	✓	
Enthusiasm and desire to provide the best possible experience for students	✓	
The willingness to challenge yourself and achieve excellence	✓	
Able to show resilience and sense of humour	✓	
Able to work to deadlines and to work well under pressure	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	

**“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”.**

If you think like us and share the same beliefs and thoughts, we would love to have you on board.

The deadline for applications is indicated on the school website. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00 a.m. on the date indicated on the website.

**We look forward to hearing from you.**