



## **Specialist Literacy Tutor Job Description**

Kingswood House School are seeking a dedicated, qualified and enthusiastic specialist dyslexia tutor to join the Study Centre in January 2022. The role will involve working directly with pupils to deliver 1:1 support in the area of literacy. You will be working with pupils across the whole school (Lower Prep – Seniors), some of whom will be working towards their GCSEs. The ability to establish a warm and supportive environment for pupils' is essential.

### **Responsibilities:**

- Manage a caseload of pupils, who will attend the Study Centre for 1-2 sessions with you per week.
- Carry out regular assessments of these pupils; monitoring progress and to identify strengths and weaknesses.
- Liaise with class teachers or subject specific staff to provide in-class strategies, follow up on key vocabulary and share best practice.
- Liaise with SENCo and Bursar, where appropriate, regarding funding and provision maps for pupils with an EHCP.
- Provide a termly Programme of Study, to be shared with teaching staff and parents.
- Attend termly parents' evenings to report on pupil progress, as determined by the SENCo.
- Attend termly Study Centre planning meetings, as determined by the SENCo.
- Liaise with the SENCo, Assistant SENCo, Study Centre Secretary and fellow tutors to organise a timetable on a termly basis.
- Maintain a regular record of intervention.
- Attend multi-disciplinary meetings and EHCP Annual Reviews, where appropriate.

- Play a positive role in the implementation of the School Development Plan or in any action plans as a result of an internal or external audit or inspection.
- Assist in the day to day planning and management of the administrative events for the department.
- Uphold the values and subject enrichment programme of the Kingswood House Way.
- Expedite excellent channels of communication with all stakeholders.
- Work with empathy, good humour and consummate professionalism to be a good role model for the boys, and to uphold the reputation of the school, at all times.
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headmaster.
- Keep abreast of suitable CPD opportunities in order to establish an exemplar of best practice.
- Readily support all teaching staff in the department and assist in the choice of reading and learning material.
- Inspire pupils and staff with strong subject knowledge and passion in its delivery.
- Help pupils to understand and practise independent learning.
- Encourage children to value themselves and others both inside and outside the classroom.
- Ensure that attention is given to the readiness and tidiness of the Study Centre at the beginning and end of the school day.
- Be aware of any signs of stress, emotional imbalance or learning difficulties and keep the appropriate people informed over these concerns.
- Ensure that each child is working to the best of his ability, is well disciplined, well mannered, considerate and happy.