

St Peter's School Bournemouth

With Christ as our guide;
Learning together;
Loving God and each other;
Becoming the best we can be

JOB DESCRIPTION: Specialist Literacy Teacher Permanent Full time/Part time 0.6FTE MPR/UPR

Post Holder's Name:

Reporting to: Head of Inclusion

Line Managing: Specialist Literacy TA
HLTA Assistant to SENCo

Working with: SENCo
Catch-up Literacy Programme Co-ordinator

Qualifications: Teaching pupils with Specific Learning Difficulties e.g. Level 5 diploma or equivalent, experience of teaching / supporting literacy for pupils with SEND.

Summary of Role: Identifying and supporting pupils who have signs of a Specific Learning Difficulty or low level of literacy due to a Special Educational Need or Disability.

Specific Responsibilities:

Identify pupils with signs of a Specific Learning Difficulty

- Support the Exam Access Arrangements Coordinator in administering the Year 7 on-line dyslexia screening programme
- Support the Exam Access Arrangements Coordinator in analysing results and co-ordinate follow-up testing
- Liaise with relevant staff to allocate pupils to an appropriate intervention
- Assess literacy of year 8-11 pupils referred by staff for intervention

Managing TA-led small group literacy interventions for Year 7-11

- Set up and timetable literacy intervention groups
- Allocate suitable schemes of work for Literacy TA to work from
- Use SIMS intervention to monitor attendance and progress
- Liaise with parents including attending K code progress meetings

Teach 1:1 and small group interventions

- Use a multi-sensory, dyslexia-friendly approach to design and deliver tailored interventions for pupils with SpLD
- Liaise with each pupil's teachers to pre-teach vocabulary and support classroom learning as needed
- Record attendance and progress on SIMS and liaise with parents

Support and advise subject teachers and TAs on working with pupils with SpLD

- Review specialist assessment reports and produce or update Advisory Notes with recommended strategies for staff

Teach Key Skills option blocks for Y10 & Y11, following Functional Skills or Entry Level Certificate schemes of work (shared with HLTA)

The School Teachers' Pay and Conditions Document 2023 sets out the overriding requirements of the role and responsibilities of all Teachers.

1. Job Purpose & Objectives

- The responsibilities specified in the job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, set within the context of the School Mission Statement and with due regard to its Christian character, and establish and maintain the highest quality possible of teaching and learning.

2. Main Duties and Responsibilities

Teaching

- Be responsible for the education and welfare of designated classes and groups of pupils at the direction of the Headteacher, in accordance with the requirements of the Conditions of Employment of School Teachers.
- Have due regard for the requirements of the National Curriculum, this school's aims, objectives and schemes of work and the policies drawn up by this school's Governing Body, as well as contributing to the ethos of the School.
- Plan, prepare and teach lessons and sequences of lessons to the classes they are assigned within the context of the school's plans, curriculum and schemes of work as directed.
- Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere.
- Assess, monitor, record and report on the learning needs, development, progress and attainment of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conduct in, such examinations.

Whole School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

- Within the agreed 'Towards rarely cover arrangements' supervise and so far as practical teach any pupils where the person timetabled to take the lesson is not able to do so.
- Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.

Discipline, Health and Safety

- Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.
- Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.

Management of Staff and Resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.
- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Professional Development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training

Administration

- Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attend assemblies and/or acts of corporate school worship, as required.
- Register pupils, ensuring absences or lateness are noted and appropriate action taken where there are concerns.
- Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.

Working with Colleagues and other relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.

Communication, Activities/Out of hours learning and Extended Schools

- Promote the general progress and well-being of individual pupils and any class or group assigned, especially through the Every Child Matters agenda.
- Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary. (Including, Further Education and future Careers).
- Communicate and consult with the parents or carers of pupils and with school governors.
- Communicate and co-operate with persons or bodies outside the school where appropriate.
- Participate in meetings arranged for any of the purposes described above.
- Perform particular duties as may be reasonably assigned to you by the Headteacher, or his representatives, from time to time.

Child Protection

- All teachers are responsible for ensuring that under their duty of care, they must report any child protection concerns to one of the designated child protection staff: Mr Spackman, Safeguarding Lead and Mrs Jane Magnien (ESW).

3. Career/Salary Progression linked to this post

In accordance with the provision of the Performance Management & Appraisal Policy and Pay Policy, there will be an annual review of the performance of the teacher taking into account the performance management and appraisal objectives.

The outcomes of the annual performance management review will be considered and may inform the pay review.

4. Additional Information

Within our school we have the expectation that staff be assigned to a Year Group in the role of a Tutor or Mentor (supporting a tutor group), lead a daily act of worship with pupils, and lead assemblies, as directed.

Additional Information

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

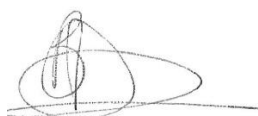
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date



Signed

Headteacher

Date 13.5.2026

Agreed: May 2026

Review: