



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Specialist Literacy and/or Numeracy Teacher	Grade: Teachers Pay Scale + maximum SEN allowance (for applicants with a level 7 SpLD qualification) (Up to £50,935 + £4,479 SEN allowance)
Section: Education Inclusion Service Literacy & Numeracy Support Service	Directorate: Children’s Services
Responsible to following manager: Janet Goring, Manager, L&NSS	Responsible for following staff:
Post Number/s:	Last review date:

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To provide support for individual pupils with Literacy and/or Numeracy difficulties in their schools by:



- Delivering weekly personalised one-to-one teaching sessions, small group sessions and/or lighter touch support as appropriate for the needs of the pupil
- Evaluating their strengths and needs and communicating through high-quality reports
- Advising parents/carers and staff working with the child of how to support them
- Delivering INSET to schools to support this

Specific Duties and Responsibilities

The following responsibilities of the post are in addition to the duties of a teacher as set out in the Teachers' Pay and Conditions Document 1995: -

1. Under the direction of the L&NSS line management undertake the school-based support of pupils who have literacy difficulties (including dyslexia) and/or maths difficulties through targeted individualised one-to-one teaching.
2. Advise and assist schools in making referrals to the Service.
3. Carry out pupil assessments using an agreed range of formal (standardised) and informal assessments /observation, and consultations with SENCOs, class teachers and parents.
4. Provide accurate specialist assessment reports, recommendations and targets using the LNSS's templates.
5. Liaise with the range of professional agencies necessary for effective casework with individual pupils and attend TAC meetings when appropriate.
6. Provide advice for schools in how to differentiate the curriculum for children with literacy/maths difficulties, including dyscalculia, with appropriate teaching strategies.
7. Organise and deliver appropriate school-based INSET programmes on literacy/maths difficulties within teaching schools using the Service's menu of training. Contribute to centrally run INSET, when appropriate.
8. Keep appropriate records of teaching and learning and provide progress data.
9. Be fully conversant with procedures for responding to child protection issues.
10. Participate in and support the Performance Review Scheme.



11. Keep abreast of recent educational research, new legislation, local policies and initiatives that are relevant to the work of the Literacy & Numeracy Support Service.
12. Undertake other duties as may be required by the L.A. in the pursuit of its statutory obligations and other reasonable duties as may be required by the Head of the Inclusion Service.

Generic Duties and Responsibilities

1. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council.
2. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
3. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection
4. Be responsible for the evaluation, implementation and compliance with Health and Safety legislation, to ensure safe working practices of all staff, public and contractors in his/her working environment, in accordance with the Council and departmental safety arrangements, policies and codes.
5. Generally promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.
6. Carry out all duties in accordance with Wandsworth Council's Equal Opportunities policy with respect to the staff and public, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.

This job description is written in the form used for grading posts. It is not intended to be an exhaustive or final statement of the duties required of any particular post or postholder. Any proposal to change the job description will first be the subject of consultation with the postholder who may seek the advice of a personnel officer or a staff representative.

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.



- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

Team structure

Manager		
Specialist Literacy Teachers (6)	Specialist Literacy and Numeracy Teachers (2)	Specialist Numeracy Teachers (1)

Person Specification

Job Title: Specialist Literacy and/or Numeracy Teacher	Grade: Teachers Pay Scale + 2 SEN Points (for applicants with a level 7 SpLD qualification)
Section: Education Inclusion Service Literacy & Numeracy Support Service	Directorate: Children’s Services
Responsible to following manager: Janet Goring, Manager, L&NSS	Responsible for following staff:
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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Requirements	Assessed by A & I/ T/ C
<p>Knowledge</p> <p>1. Evidence of a detailed knowledge of the theory and practice of literacy/ mathematics acquisition and a working knowledge of the requirements for special needs pupils as outlined in the <i>SEN Code of Practice (2014)</i></p>	
	A/I
<p>Experience</p> <p>2. Substantial and effective teaching experience in a multi-cultural environment</p> <p>3. Evidence of successful experience in teaching children with literacy/ mathematics difficulties</p>	
	A/I/T
<p>Skills</p> <p>4. Evidence of the ability to share expertise by supporting and advising staff</p> <p>5. Evidence of the ability to write professional reports and maintain effective records</p> <p>6. The ability to organise and deliver appropriate school-based INSET programmes in conjunction with other team members, EIS managers or other professionals and support the implementation of mathematics interventions. Additionally to be able to contribute to centrally held INSET when appropriate.</p>	
	A/I
<p>Qualifications</p> <p>7. Possession of a D.F.E. recognised teaching qualification qualifying the</p>	

individual to teach at primary and secondary school level. 8. Possession of a level 7 SpLD qualification such as AMBDA or a willingness to work towards.	C
<p>Special Requirements</p> <p>8. An understanding of the Local Authority's Equal Opportunities Policy and the implications this has for the teaching of special needs pupils</p> <p>9. A willingness to participate in and support the Performance Review Scheme.</p> <p>10. A willingness to keep abreast of educational research, new legislation, local policies and initiatives relevant to the work of the Literacy & Numeracy Support Service</p> <p>11. A willingness to undertake other duties as may be required by the L.A. in the pursuit of its statutory obligations and other reasonable duties as may be required by the Head of the Inclusion Service</p>	A/I

A – Application form

I – Interview

T – Test

C - Certificate