



H O R N C H U R C H
H I G H S C H O O L
E X C E L L E N C E F O R A L L

Literacy Co-ordinator

Required asap

Monday to Friday, inclusive x 39 weeks per year, term time + inset days

36 hours per week, times negotiable

Grade APTC3, points 5 & 6

Pro-rata Salary £18,343 per annum, inclusive of 5.3 weeks' paid holiday

Part time hours considered

We are looking for a dynamic and confident person to run our reading zone. This is a well-resourced hub within the school, and the person who is appointed to the role of running this area will be encouraged to use their initiative and positivity to make the area popular and diverse.

The vision is that this area will create activities which students will want to be a part of. Such activities will include running competitions, project lessons and debate activities. Outside speakers, mentors and other supporters of the school will be welcomed in to the reading zone, and students will be excited and challenged with various events.

The postholder will also run the Homework Club on Tuesdays and Thursdays, 3:00 pm to 4:00 pm.

Please feel free to contact the school for a chat about this role and a tour. Hours are flexible, and we encourage part time and full time applications.

For more information please visit our website www.hornchurchhigh.com or contact Ann Tyler 01708 691441 extension 208234 or email atyler@hornchurchhigh.com

Closing date: Monday 7th October 2019

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provision of the Rehabilitation of Offenders Act 1974; the successful applicant will be required to undertake an Enhanced Disclosure.

We welcome applicants regardless of age, gender, ethnicity or religion.

How to Apply

Application forms are available to download on the school's website www.hornchurchhigh.com and should be sent to Ann Tyler atyler@hornchurchhigh.com

Headteacher: Ms V Masson

Hornchurch High School is part of the Partnership Learning Trust





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Job Profile

JOB DESCRIPTION: Administration

MAIN JOB TITLE: Literacy Coordinator

Working Time: Full Time/Part Time **Salary:** APTC3

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. Copies of the relevant documents are available for inspection at the school.

Relationships

The postholder is responsible to the Headteacher in all matters, and to the Head of Literacy in respect of the R Zone management. This job will also include working with inclusion to improve the literacy and reading ages of students.

The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

Particular Responsibilities

R Zone (Reading Zone)

1. To Run the R Zone at key times of the day so students have access to books
2. Lead a student team to support the running of the R Zone
3. To ensure displays are up to date in the R Zone promoting new releases relevant to the students
4. To order new books and ensure popular books are available.
5. Manage the R Zone budget.
6. Publicise with the literacy manager new books school wide
7. Ensure R Zone web page is kept up to date with topical information and reviews.
8. Run the Homework Club

Reading Catch up

1. Work with inclusion to identify students who are below their reading age and organise interventions
2. Run the school reading catch up programme
3. Keep accurate data on reading ages to show progression





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4. Work with inclusion managers organising reading tests
5. Lead a team of student reading mentors
6. Work with students who find reading challenging
7. Support TLAs in delivering reading catch up programmes of study.

Other

1. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
2. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
3. To complete school based induction and any subsequent training, for example, modules leading to the ECDL certification in ICT at level 1, required to improve performance.
4. To take part in the school performance management system.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

