



Excellence for All

JOB DESCRIPTION

Literacy Teaching Assistant

JOB TITLE TA – Literacy

RESPONSIBLE TO Communication and Literacy Subject Lead

STATEMENT OF PURPOSE

To support the development and promotion of literacy across the school by encouraging a positive reading culture, modelling effective literacy practice, supporting the embedding of whole-school literacy programmes, maintaining high-quality literacy resources, and assisting with the organisation of literacy initiatives and events. The postholder will work alongside teachers, support staff and the Communication and Literacy Lead to ensure literacy is visible, accessible and embedded throughout the school.

KEY RESPONSIBILITIES

Whole School Literacy

- Promote reading, writing and literacy across the whole school.
- Support the implementation and embedding of whole-school literacy programmes and initiatives.
- Model effective literacy practices and strategies to staff and students.
- Provide phonics coaching and modelling to support consistency of phonics delivery across the school.
- Support staff in the application of agreed literacy approaches and resources.
- Assist with the introduction and implementation of new literacy programmes, resources, and software.

Library and Resource Management

- Monitor and maintain the school library to ensure it remains organised, welcoming, and accessible.
- Support students and staff in accessing suitable books and literacy resources.
- Ensure students have access to appropriate reading materials that meet their interests, abilities and learning needs that relate to current topic and themes.
- Source, develop and create accessible learning resources that support literacy across all curriculum areas.
- Maintain literacy resource inventories and ensure resources are readily available for staff and students.
- Identify gaps in literacy resources and make recommendations to the Communication and Literacy Lead.

Literacy Promotion

- Support the planning, organisation and delivery of whole-school literacy events, celebrations and initiatives such as World Book Day, author visits, and immersive stories.
- Promote a culture of reading for pleasure throughout the school.
- Encourage student engagement with books, storytelling and literacy-based activities.

- Assist with displays and promotional materials that celebrate literacy achievements and encourage reading.
- Creating, resourcing, and maintaining multi-sensory literacy resources e.g. sensory stories

Professional Responsibilities

- Attend staff meetings, training, and professional development activities as appropriate.
- Work collaboratively with teachers, support staff and therapists to promote literacy opportunities across the school day.
- Undertake any other reasonable duties required by the Communication and Literacy Lead or Senior Leadership Team.

SUPPORT FOR STUDENTS

- Establish positive and productive relationships with students, acting as a positive role model.
- Promote the inclusion and participation of all students regardless of ability, need or background.
- Encourage independence, confidence and engagement in literacy activities.
- Support students to access a range of literacy experiences appropriate to their individual needs.
- Communicate effectively and sensitively with students to support learning and engagement.
- Recognise and celebrate achievement and progress in literacy.

SUPPORT FOR TEACHERS:

- Support teachers in accessing and utilising literacy resources effectively.
- Prepare, organise and maintain literacy materials and classroom resources.
- Support the creation of literacy-rich learning environments, including displays and resource areas.
- Share information and observations with teachers and the Communication and Literacy Lead to support continuous improvement.
- Work collaboratively with staff to promote consistent literacy approaches across the school.

SUPPORT FOR THE CURRICULUM

- Promote opportunities for reading, communication, and literacy development across all curriculum areas.
- Support the use of literacy resources and strategies within classroom activities.
- Encourage the effective use of ICT and assistive technology to support literacy engagement and access.
- Contribute to the development of an inclusive and literacy-rich learning environment.

SUPPORT FOR THE SCHOOL

- Comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection.
- Support the school's vision, values, and aims.
- Contribute positively to the wider life of the school.
- Work effectively with colleagues, parents, and external professionals where appropriate.
- Demonstrate a commitment to equality, diversity, and inclusion.
- Provide additional class-based support during times of staffing shortages. Work collaboratively with the class staff to achieve the best outcomes for the students and take part in any class-based routines before, during and after the school day.

Please note

Working with Special Educational Needs students requires a particular understanding and appreciation of the individuals' needs and circumstances. The students that attend Manor Green School all require a greater degree of support due to their physical, learning and/or communication needs. They face significant challenges when accessing the world around them and it is our role as professionals to facilitate and enhance their experience. A broad spectrum of training will be provided on how to support the needs of our students.

The work will necessarily involve sitting at low tables, on the floor and may involve the manual handling of students. The environment is designed to be accessible to all, however there may be times when it is noisy and busy. In some cases, students may display behaviours that challenge. On rare occasions these behaviours may result in verbal aggression and/or physical assault/violence towards staff. This is a response to the world around them and their challenges interacting with it. We acknowledge that this can be challenging for staff and is therefore emotionally and physically demanding. We promote a culture of wellbeing for all and as staff your needs are included in this. To ensure that your emotional, physical, and spiritual needs are also met, you will be able to access training, coaching, and counselling services as required. This is not an exclusive or exhaustive range of responsibilities, rather an indicative list. You may be required to carry out further duties as reasonably required and commensurate with the position.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE Grade C/4 or above (or equivalent) in English.	
Knowledge, Skills & Understanding	<ul style="list-style-type: none">• Strong literacy and communication skills.• Strong understanding of phonics and reading development.• Experience of working with children and young people.• Ability to organise, manage and maintain resources effectively.• Ability to work collaboratively as part of a team.• Good ICT skills.• Ability to build positive relationships with pupils and staff.• Strong organisational and administrative skills.	<ul style="list-style-type: none">• Experience of managing a school library or literacy resources.• Experience supporting literacy initiatives within an educational setting.• Knowledge of a range of literacy programmes and approaches.• Experience creating accessible and differentiated literacy resources.
Skills	<ul style="list-style-type: none">• Enthusiastic and passionate about reading and literacy.• Organised and proactive.• Creative and resourceful.• Flexible and adaptable.• Committed to improving outcomes for all pupils.• Positive role model with excellent interpersonal skills.	