# JOB DESCRIPTION

West
Berkshire
C O U N C I L

| Authority: West Berkshire | Department/Division Education |
|---|---|
| Post Reference No: | Location: Theale Primary School |
| Job Title: Teacher in Charge: Language and Literacy Centre | Grade/Salary Range: Teachers' Pay Scale + SEN 1 + TLR 2 |

## JOB PURPOSE

- Providing intervention for pupils with specific learning difficulties (dyslexia) to ensure they have continued access to mainstream education
- Providing assessment of the individual needs of referred pupils
- Work in partnership with the child's own school to provide the child with the best opportunity for good progress to be made in reading and spelling

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- Full time teacher at Theale School Language and Literacy Unit based within Theale Primary School.
- Teacher's Pay Scale plus 1 SEN point + TLR 2a
- The unit is managed by the Headteacher of Theale Primary School
- The service is overseen by the Learning Support Services Manager.

## MAIN DUTIES AND RESPONSIBILITIES

- To assess the individual needs of pupils attending LAL
- To determine individual programmes and intervention for pupils attending the LAL
- To provide direct support for pupils attending LAL, including small group and individual teaching
- To collect baseline data in relation to reading and spelling on pupils entering the resource and monitor progress on a regular basis.
- To analyse progress for each pupil during the time spent in the resource, and provide an interim and an annual report for each pupil
- To work in partnership with schools and families to support effective and appropriate provision is made for each child attending LAL, working towards shared outcomes agreed by all
- To liaise closely with relevant staff in home schools, in particular the SENCO and class teacher
- To liaise regularly with parents of pupils attending the LAL
- To liaise regularly with home schools of pupils attending the LAL
- To maintain records of intervention and progress for individual pupils attending the LAL
- To liaise with Cognition and Learning Team and Learning Support Services Manager about admissions, post LAL agreements, interim and annual LAL reports.
- To take part in LAL and ACE admissions process and panel meetings.
- To work with the LA on policy development and promotion of good practice in relation to Specific Learning Difficulties (dyslexia)
- To work with the Learning Support Services Manager to develop appropriate practice in both LAL resources to ensure equity across the LA.
- To liaise with transport and taxi firms as necessary.

- To provide advice and support to mainstream teachers, support assistants and other relevant staff through centrally organised training and within LAL sessions as appropriate and agreed by the Learning Support Services Manager
- To report, as required by the Headteacher, to the governing body on matters relating to the resource and progress of pupils in the resource.
- To provide information and data to the Headteacher and Learning Support Services Manager as required.
- To show a commitment to ongoing professional development.
- To maintain up-to-date knowledge about latest research and developments in the area of specific learning difficulty, dyslexia and special educational needs and disability
- To maintain a current Assessment Practising Certificate (APC) issued by relevant professional body (British Dyslexia Association, PATOSS, Dyslexia Guild)
- To contribute to the life of Theale Primary School in line with the Service Level Agreement, eg by providing specialist teaching and attending relevant training and staff meetings.

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

- Supervising the work of the clerical assistant.
- Ensuring that administrative staff make appropriate arrangements for the transport of pupils to and from the centre bearing in mind cost efficiency.
- Ensure that arrangements are made for the care and maintenance of specialist equipment.
- Selecting and ordering materials and equipment within the budget allocation to meet the pupils' needs in relation to their Specific Learning Difficulty (dyslexia)