

Literacy Mentor



Bishop Ullathorne
Catholic School



A member of the Holy Cross Catholic Multi Academy Company

Role: Literacy Mentor

Closing date: Monday 19 October 2020 at 9am

Applications Forms to: s.green@bishopullathorne.co.uk

Notes:

1. Please use the CES Form for your application and complete the supporting statement, which should take account of the job profile. To help us, please give an outline of the key elements of your professional experience and qualities that prepare you for this particular post.
2. Although e -mailed application will be accepted on the closing date, a signed application must either follow in the post or be hand-delivered.
3. On receipt of your application form, we will be applying for references. Could you please complete the separate reference consent form.
4. Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



Literacy Mentor

At Bishop Ullathorne Catholic School we are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people. Our vision of education is of educating the whole person to the fullness of life.

Our set of values, "Ullathorne Way", through which we all strive to live and grow, is immersed into the fabric of our school.

The Governors seek to appoint an approachable, hardworking and highly organised graduate, who is considering a career in education. The successful candidate will

- show an enthusiasm for teaching and learning
- have a desire and ability to support students in literacy
- have the drive and determination to support our students to realise their potential.

This is an exciting opportunity to make a positive difference to the achievement of our students.

Our school is a member of the Holy Cross Catholic Multi Academy Company, along with Cardinal Newman Catholic Secondary School, Christ the King, St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools.

Our Academy Moto is "Achieving together in Faith".

This is an exciting time to join our school as our school communities unite to provide an outstanding catholic education for all of our pupils.

Best wishes

Mr C Billings

Headteacher



Literacy Mentor

Job Description

Job Purpose

Under the direction and supervision of Senior Staff:

- To assist in providing support to enable students to meet their potential in literacy.
- To assist in raising standards of attainment.

Duties and Responsibilities

- To develop positive one to one relationships with students identified as needing support.
- To work with students both one to one and in small groups, to bridge any gaps in their literacy skills and to further the development in their reading and writing abilities.
- To work collaboratively with an Assistant Headteacher, with teachers, pastoral staff, SENCO, Education Welfare Officer and other agencies to identify students who require additional support.
- Assist in devising, implementing and evaluating individual student action plans for students identified as needing support, working with teachers and other staff.
- Under direction, help to establish and maintain home/school liaison with the families and carers of students receiving support in order to keep them informed about student needs and progress, and to secure positive family and carer involvement and support.
- Become aware of students' estimated targets, and the expectations of staff and exam boards if appropriate.
- Establish good relations and work closely with other agencies who may also be involved in supporting a targeted student.
- Develop a full understanding and knowledge

of the range of agencies and activities, which can provide support

- Assist with the setting of challenging but realistic goals for targeted students with the necessary support in place.

- To communicate, collate and maintain student records

- To be accessible to students during some breaks, and after school.

- Any other duties and responsibilities within the range for the salary grade.



Person Specification

Knowledge

- Understanding of relevant codes of practice/ and legislation.
- Basic understanding of child development and learning.
- Training in relevant learning strategies.

Skills and Abilities

- To support the distinctive ethos of our Catholic School.
- To assist in devising and implementing action plans for individual students.
- To motivate students to want to improve their literacy skills.
- To raise students' aspirations and self-esteem.
- To engage constructively with, and relate to, a range of young people and with their families and carers
- To assist in identifying and setting targets for the development for individual students.
- Good verbal and written communication skills in face to face situations, in the production of accurate written records and formal notes, and the provision of support to the Senior Leadership Team.
- To work effectively with teachers and senior leaders within the school.
- To work effectively and network with a wide

range of support services.

- Able to work independently on own initiative and also as part of a team.
- Ability to prioritise own workload and meet deadlines/targets as necessary.

Experience

- Relevant work with young people e.g. experience in one of a range of fields such as education, youth work, health and social work.
- Individual support for children and young people.

Education

- Degree in English preferable
- A relevant qualification in working with children or evidence of equivalent experience in a professional environment.

This school is committed to safeguarding and promoting welfare of children and young people and expect all staff and volunteers to share this commitment.



Our English Department

Our English Department is a flourishing team who are committed to working together to provide high standards, innovative and inspirational teaching and the best possible curriculum opportunities for all.

We are a close team of nine full time teaching staff. The combination of experience and youth generates a creative and dynamic team of specialists, who enjoy working together and sharing good practice. Our department thrives on being involved in various whole school initiatives where we are given opportunities to contribute to teaching and learning across the whole school. We are an outstanding department and take pride in the fact that a large majority of students consistently make outstanding progress.

As a department we are committed to extra-curricular activities, which promotes both personalised learning and inclusiveness within our Christian community. We run many successful trips which significantly add to the enjoyment of our children's curriculum and their developing appreciation of English and drama.

Our intent is to develop eloquence through a love of the written word. To encourage and enable students to become passionate, well informed and thoughtful readers, writers and speakers who are sensitive to the effects words can have on people.

We are constantly reviewing and revising our methods of teaching and learning to support further achievement. One of the strengths of the department is that it uses data to identify potential and to set challenging targets for each individual pupil in all key stages. We have been acknowledged as a model of good practice.

The schemes of learning are very detailed and provide excellent resources for new teachers, but we encourage each other to bring our own creativity to these schemes to further enhance them. Our schemes of learning offer opportunities for students to become independent and creative thinkers.

Curriculum:

Key Stage 3:

Students follow the statutory programme of study. We deliver a varied curriculum which provides many opportunities for all learners to develop their ability to express themselves creatively and imaginatively and to communicate with others confidently and effectively. The curriculum offers a wide range of reading texts, a variety of genres and pre and post 1914 literature.



Key Stage 4:

Our department follows the AQA English Language and Literature specification

Key Stage 5:

Our department currently offers Literacy Literature and follows the AQA English Literature A specification.

Extra Curriculum:

Our department believes in offering students a wide variety of extra-curricular activities in order to enhance their understanding and love of our subject. Throughout the year, we inspire students of all ages to enter writing competitions and take part in reading challenges. We have a creative writing club and Spelling Bee Challenges.

As a whole, we pride ourselves on our energy and commitment to extra-curricular activities and strive to enhance our students' academic, emotional and social development.



Our School

Bishop Ullathorne Catholic School is situated in a pleasant residential area and extensive grounds about three miles south of the city centre, on the border of Coventry and Kenilworth.

The school was established in 1953, initially as three separate schools. Bishop Ullathorne Catholic School was eventually merged into one comprehensive school with the motto *Soli Deo – For God Alone*.

The school is named after Bishop William Bernard Ullathorne who became the first Roman Catholic Bishop of the Diocese of Birmingham in 1842. During his nearly four decades of tenure, 67 new churches, 32 convents and nearly 200 mission schools were built, including the nearby parish of St Osburg. In 1888 he retired and received from Pope Leo XIII the honorary title of Archbishop of Cabasa. Our school is committed to Bishop Ullathorne's legacy of placing the education of the whole child and the development of our spiritual self at the heart of all that we do.

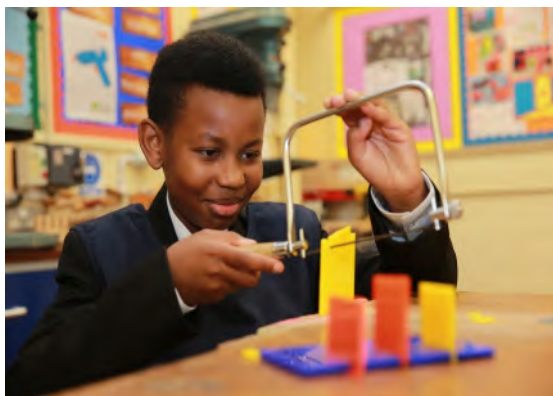
Bishop Ullathorne serves a wide area of Coventry including the most advantaged and disadvantaged in the city. This



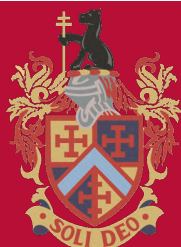
helps to create our vibrant and diverse community. We believe that happy and secure children are best placed to meet their full potential; we therefore place warm, friendly relationships, alongside excellent teaching, at the centre of our ethos .

Our mission statement is to be an active Christian community of service and love. It is by placing our thoughts and prayers into actions that we are able to demonstrate our vocation and support our children in striving to be the very best they can be.

Our school became part of the Holy Cross Catholic Multi Academy Company on 1 September 2019, along with Cardinal Newman Catholic Secondary School and Christ the King, St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools, which are all located in Coventry.



Our Academy Moto is "Achieving together in Faith". This is an exciting time to join our school as our school communities unite to provide an outstanding catholic education for all of our students.



Where next for Bishop Ullathorne Catholic School?

We are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people.

Our vision of education is of educating the whole person to the fullness of life. Our school mission embodies diversity, but goes further in identifying three key themes that crystallise our Catholic education:

- our sense of calling
- living life to the full
- love and service.

We are dedicated to school improvement. Our current strategies for excellence have placed a focus on challenge, collaboration, memory and problem solving. Our ongoing dedication to these areas will see them embedded in all our work inside and outside the classroom and is reflected in our set of values through which we all strive to live and grow:

- to be faith-filled and prophetic
- be grateful
- be attentive
- be compassionate
- be wise and curious
- be eloquent.



Why work at Bishop Ullathorne?

Ofsted 2019

“There is a sense of compassion around the school and everyone is valued as part of the family.”



Senior Teacher

“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”



Teacher

“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”



Year 8 Student

“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”



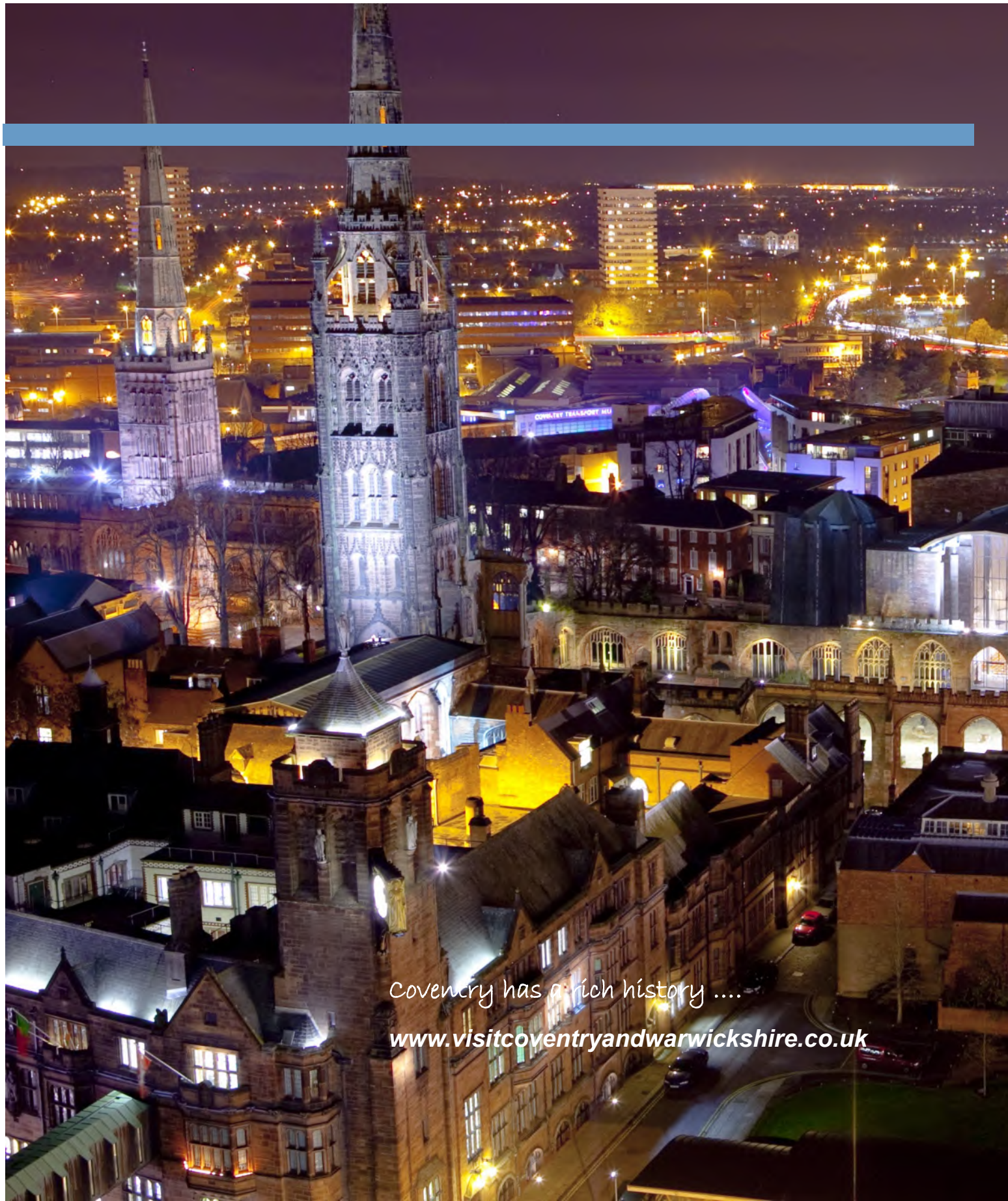
Benefits

All staff are encouraged to develop professionally. Our Employee Benefits Scheme, Wider Wallet, provides a wide range of benefits and many discounts.

- New staff regularly meet with their direct line manager to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled in the West Midlands Pension Fund.
- All staff have access to a supportive Catholic community.







Coventry has a rich history

www.visitcoventryandwarwickshire.co.uk



Why work in Coventry

Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry has been awarded the City of Culture for 2021.

You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey. The Ricoh Arena hosts both football and rugby, along with music concerts.

Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. In December, Birmingham was named host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was recently named as one of the best places to live in the Midlands by the Sunday Times.

The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival.

Coventry also has two universities, Coventry University which has been awarded University of the Year for '*Student Experience*' by The Times in 2019 and the University of Warwick, which is ranked joint 11th in the current University league tables. The University of Warwick is the highest ranking university in the West Midlands. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS Trust and Coventry City Council.



“ There is a sense of compassion around the school and everyone is valued as part of the family”

Ofsted 2019

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