**Primary Literacy Tutor**

(Student Recruitment Team, Marketing and Communications)

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| **Application Deadline:** | 10 September 2020 |
| **Interview Date:** | September (date TBC) |
| **Training Date:** | Date TBC |
| **Date of first shift:** | TBC |

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| **Job purpose** |
| Primary Literacy Tutors offer support for widening participation initiatives, through regular work with learners in local schools to support their educational attainment. Each tutor will be expected to engage with up to ten individual learners, all of whom will normally be situated at one partner primary school.  Tutors will listen to their learners as they read to them, making their sessions with the learners inspiring and engaging as needed. Tutors will be expected to have a competent level of literacy themselves and be willing to encourage learners to build their reading confidence. Tutors may deal with both academic and pastoral issues, though with the latter, it is more likely that they would signpost services, information and support within the school to their learners. |

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| **Main activities and responsibilities** |
| 1. To support young people who have a low reading age compared to their peers. 2. Provide in-school support via weekly face-to-face sessions where you listen to and support young people as they learn to read. 3. Provide general pastoral support for learners, referring to relevant support staff, services or information providers where appropriate. 4. Liaise regularly with staff at the school and University to schedule tutoring activity and communicate any issues (including availability, timetable changes, learner absenteeism) in an appropriate and timely manner. 5. Maintain and submit accurate administrative records of learner engagement and tutorial activities to demonstrate impact of the role. 6. Engage with continuous professional development activities during the programme. 7. Follow all safeguarding procedures and immediately report any child protection issues to the relevant staff within the school and University, in accordance with their appropriate policies. 8. Undertake any other duties, commensurate with the nature and grading of the post, that may be required. |

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| **Additional info** |
| **DBS**  All tutors will be required to undergo enhanced DBS checks and must understand that certain previous criminal activity may prevent them from taking part in the scheme.  **Travel**  All tutoring sessions will be undertaken at a local primary school. While we endeavour to ensure that these locations are easily accessible by public transport, all tutors should expect reasonable travel of 1-2 hours to be a part of their weekly role.  **Availability**  Typically, tutors are expected to commit one day a week to completing their sessions (depending on academic timetable commitments). Due to the nature of this role, all tutors must be able to commit to a minimum of 12-15 regular weekly sessions, starting in October, November, December or January.  **As the scheme requires tutors to deliver sessions on a weekly basis, this opportunity is not be suitable for students who are required to complete placements of 3+ weeks as part of their academic study.** |

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| **Person specification** |
| * **Must be currently undertaking academic study at Birmingham City University** * A strong desire to support and inspire young people * Able to identify and adapt appropriate communication styles for relevant audience groups * Flexibility to adjust to new working environments and roles * Independent problem solving skills * Able to remain calm and professional under pressure * Able to demonstrate an organised approach to workload management * Excellent written and verbal communication skills * Ability and aptitude to learn new skills quickly * An understanding and awareness of widening participation issues * Previous experience working with young people (5-11) |

For any questions about this role, please contact:

[Literacy.tutoring@bcu.ac.uk](mailto:Literacy.tutoring@bcu.ac.uk)