



Porirua College

Job Description

Position: **Structured Literacy Tutor / Teacher Aide**

Responsible to: **HoF Personalised Learning and Literacy Coordinator**

Relationships with: **Staff, Students and the Community**

Primary Purpose

- To deliver literacy tutoring to small groups of students or individual students
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Responsibilities to the school:

- To collaborate with the Literacy Coordinator and HoF Personalised Learning to meet the needs of the specified students and keep them informed on student progress
- To support the Porirua East Graduate Profile
- To participate in ongoing training to gain / strengthen knowledge and skills to deliver Speech to Print Structured Literacy tutoring to students in the four areas of need outlined above
 - students as yet unable to decode CVC words
 - students whose knowledge of specific spelling patterns means they are unable to read or write a significant number of words
 - students unable to decode multisyllabic words
 - students able to decode - but whose reading fluency is impacting their comprehension of text
- To create resources as required
- To carry out progress monitoring to gauge if interventions are being successful
- To communicate and problem-solve collaboratively with other members of the literacy team about student progress and interventions
- To continuously grow own knowledge of how the English language works and how students best learn to read and write
- Work as an effective team member within the literacy team
- Help to inform teachers of a student's special learning needs

Responsibilities to the students:

- To support students to develop their Voice, Action and Identity
- To assist students to meet their Individual Educational Programme (IEP) goals where applicable
- To create resources as required
- To be on time for sessions
- To be prepared for sessions
- To engage in a positive and professional manner

Person Specification:**Qualifications/knowledge:**

- A good level of functional literacy
- NCEA Level 2 or above (or equivalent)

Experience:

- Previous experience in a tutoring/coaching role is an advantage but not necessary
- Previous experience working with children and/or young people
- A Police Vet will be required

Skills / Attributes:

- An empathy with college aged students
- Able to work in a team
- Good communication skills - written and oral
- Able to work with a wide variety of students and teachers
- Sensitivity and adaptability when interacting with students who have experienced ongoing trauma related to their reading struggles
- Attention to detail including *in sound and text
- Show initiative
- Able to work in a multicultural organisation
- To be confidential when required

Signed by

Date

PORIRUA EAST GRADUATE PROFILE

Tangatawhenuatanga is our respected foundation. Support connects the learning between schools and homes in our place, Porirua East.



VOICE "EVERYONE HAS A VOICE THAT CAN CHANGE THE WAY THINGS ARE"

- Have the courage to have your say
- Believe in yourself to fight for future generations
- Make changes in the family, community and world
- Communicate with others and hear their opinions
- Give back your learning to others

ACTION "LEARNERS MAKE A DIFFERENCE"

- Surround yourself with supportive adults and friends
- Take control of your learning
- Achieve useful skills in useful subjects
- Adapt to different environments and ways of learning
- Feel confident to participate within your group, team or pair
- Think critically
- Let others expand your learning
- Put yourself in a safe environment

IDENTITY "KNOW WHO YOU ARE. BE WHO YOU ARE. SHOW WHO YOU ARE"

- Know your roots
- Keep the culture strong
- Know where you stand as a learner
- Keep healthy in well-being
- Use all your languages
- Respect everyone else's beliefs
- Have strong mana