

Glenholme School

RT: Lit JOB DESCRIPTION 2009



TITLE: Resource Teacher: Literacy

CLUSTER: Rotorua Cluster

HOST SCHOOL: Glenholme School

NAME:

DESCRIPTION

The RT:Lit will be based at a particular host school and will be employed by the board of trustees of that school to work in an itinerant role on behalf of a designated cluster of schools – Rotorua Cluster.

PURPOSE OF THE POSITION:

The role of the RT:Lit is to provide itinerant, specialize literacy support for Year 0-8 students who are at risk of failing to learn to read and write and for their teachers.

The role will include teaching children directly and modeling and demonstrating effective practices, strategies, or techniques for teachers so that:

- Children receive appropriate literacy programmes on an ongoing basis;
- Teachers can use the skills they have acquired with these students and others with similar needs.

The role will include regular tutoring and supervision so that:

- A child is tutored by the RT:Lit on a regular basis;
- Following a period of regular tutoring, the child's programme is taken over by the school's personnel, with the RT:Lit adopting a monitoring role until the child is discharged.

WORK RELATIONSHIPS

The RT:Lit will:

- Be accountable to the principal of Glenholme School on behalf of the cluster schools;
- Be a member of the management committee;
- Work with staff and/or children in the designated cluster of schools;
- Liaise with student's families;
- In collaboration with the school and classroom teachers, liaise with other appropriate agencies and educational professionals;
- Liaise and work collaboratively with other RT:Lits at meetings and conferences, regionally and nationally, for professional development.

KEY TASKS

Identifying needs and maintaining workload

The RT:Lit will

- Use appropriate diagnostic tools to determine the specific needs of students accepted on their roll;
- Use data to make recommendations as to the most appropriate literacy intervention programmes to meet the children's needs and. When necessary, work with schools to provide a literacy programme for children who are most at risk in the acquisition of literacy;
- Maintain a workload caseload of children and teachers as determined by the management committee, taking into account the level of involvement required for each child and teacher and the experience of the RT:Lit, or refer students to a more appropriate service, for example vision specialist/ testing, ESOL programmes, speech-language therapists, RTL&Bs, or other professional services.

Advisory tasks

The RT:Lit will

- Provide advice and support to classroom teachers in order to maintain the learning gains achieved by the child following the intervention programme and/or address literacy learning for children with serious literacy difficulties when part of the regular classroom programme;
- Monitor progress and help teachers to adapt literacy programmes as necessary to facilitate success for children with serious literacy difficulties
- Provide in-service training on topics related to literacy difficulties for the staff of cluster schools;
- In conjunction with classroom teachers, work with whanau and parents and/or other agencies to facilitate the educational achievement of children identified as requiring the services of RT:Lit.

Literacy intervention tasks

Where appropriate, the RT:Lit will work with individual children and their teachers, when resources of the school have been unable to provide and implement an appropriate programme to resolve the child's literacy difficulties, by:

- Providing intensive, specialized teaching with the child for a specified period that, in most instances, will not exceed a maximum of thirty weeks; or
- Resolving the difficulties by providing immediate advice that completes the intervention; or
- Providing a programme of advice, guidance, and support, including teaching demonstrations, for a special period, to help the classroom teacher.

Glenholme School related tasks

The RT:Lit will

- Report regularly to the principal of Glenholme School and the management committee, detailing work they have undertaken so that the board of trustees of Glenholme School can be assured it is fulfilling its responsibilities under the Memorandum of Agreement;

- Work in conjunction with any school's literacy leaders, classroom literacy initiatives, or interventions such as Reading Recovery that are operating in schools;
- Submit an annual written report to the Ministry of Education, in the format provided, that describes and provides a statistical analysis of work undertaken throughout the year;
- Adhere to the RT:Lit professional standards.

Cluster related tasks

The RT:Lit will

- Work flexibly among a designated cluster of schools as agreed to by the management committee;
- Submit an annual written report to the cluster that describes and provides a statistical analysis of work undertaken throughout the year in the cluster;
- In conjunction with the management committee, establish operational procedures consistent with agreed policies of the committee and the needs of the cluster.

Staff members name: _____ Date: _____

Signature: _____

Principals name: _____ Date: _____

Signature: _____