

# Literacy Leader for handwriting – Job Specification

## Main responsibilities

- To attend training on how to be an effective literacy leader for handwriting
- To work weekly with a tutor and a small number of students on the quality of their handwriting

## Job description

- ✓ To demonstrate correct letter formation and encourage students to form letters properly
- ✓ To ensure students are practising correct letter shapes repeatedly
- ✓ To model how to make letters the right size and sit letters correctly on the line
- ✓ To move students on to writing words and sentences neatly and with increasing speed

## Person specification

- To have excellent communication skills, both face-to-face and by email
- To have a very positive attitude to literacy and handwriting
- To be a fluent writer with good quality, legible handwriting
- To have empathy for students who need support with handwriting
- To have the ability to explain the important value of handwriting to school and life
- To be a positive role model in terms of punctuality, organisation, reliability and behaviour

*Bronze*  
Meet requirements

*Silver*  
Demonstrate initiative

*Gold*  
Demonstrate dedication by going beyond

## Appraisal

Your performance will be evaluated twice a year by meeting with the member of staff in charge of the leadership programme and the tutor you are working with will submit a report on your punctuality and reliability. We will also look at the data showing progress in handwriting quality.

## Initiative and extra dedication

- Suggesting alternative ways of working to support students
- Making up for lost time when you or writers are absent or miss sessions
- Providing solutions to issues independently