

Literacy Achievement Coach Job Description

POST TITLE: Literacy Achievement Coach

DEPARTMENT: The Centre for Student and Community Engagement

DATE COMPILED: 15/09/2021

WAGE: £12.71 per hour pay rate, plus £1.53 per hour holiday pay rate

HOURS PER WEEK: Up to 7 hours per week

DURATION: 10 weeks to be undertaken between January and April 2027

IMMEDIATE LINE MANAGER: Widening Access and Outreach Coordinator

JOB PURPOSE: To provide targeted Literacy and Reading support to Year 7 secondary school pupils. To follow the guidance of teachers and inspire, support, and motivate pupils' learning whilst they raise awareness of opportunities in higher education.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To support pupil attainment and engagement with learning.
2. To work with selected individuals on literacy and reading activities.
3. To be a positive role model for pupils, acting responsibly and appropriately when working with young people and school staff.
4. To help to raise pupils' self-esteem, motivation, confidence, persistence and application.
5. To help raise pupils' awareness of the opportunities that higher education can offer them and raise their awareness of routes to higher education.
6. To help pupils to see the connection between their current studies and the future stages in their development.
7. To complete and return all necessary administrative documents in a timely manner.
8. To complete weekly reflective logs to support evaluation and scheme development.
9. To complete all training, induction and checks as requested.
10. To submit all timesheets in a timely manner.
11. To network, share best practice and provide peer support to other Literacy Achievement Coaches.

ADDITIONAL INFORMATION:

12. Students are expected to make their own travel arrangements to and from their school placements, except in exceptional circumstances, which require prior agreement by CenSCE.

SPECIAL REQUIREMENTS:

13. Applicants must be willing to undergo an enhanced Disclosure and Barring Scheme (DBS) application with satisfactory results. Applicants must agree to this information being shared with the allocated school. In addition, if you have lived outside the UK for a period of six months or more within the last five years, we will need to obtain a Certificate of Good Conduct from the relevant country or countries.
14. All applicants must be current higher education students of Nottingham Trent University or the University of Nottingham.

All participants are expected to comply with the scheme's Code of Conduct, the University's Health and Safety, Safeguarding Children and Equal Opportunities policies, along with those of the school in which they are performing their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required, in order to raise awareness of higher education in partnership with local schools, parents/carers and pupils.

JOB DESCRIPTION EDITED BY: Peter Cassidy **Date:** 28/08/2026

Literacy Achievement Coach Person Specification

POST TITLE: Literacy Achievement Coach		
DEPARTMENT: The Centre for Student and Community Engagement (CenSCE)		
	ESSENTIAL	DESIRABLE
SKILLS	1. Excellent communication skills to include professional email communication, active listening, the ability to influence others, and to tailor information to suit a target audience. 2. Excellent interpersonal skills. 3. Ability to empathise with others and build positive working relationships. 4. Good timekeeping skills. 5. Ability to inspire, motivate and help raise the self-esteem of children.	6. Ability to plan effectively and take responsibility for the quality and delivery of own work.
ATTRIBUTES	7. A positive attitude to dealing with challenging situations. 8. An adaptable approach to new situations, approaching them flexibly and with enthusiasm. 9. A positive attitude to learning and educational opportunities. 10. Reliable.	10. Knowledge of educational and social issues facing children and young people, particularly those from widening participation backgrounds. 11. An understanding of the current Key Stage 3 National Curriculum. 12. An understanding of the importance of reading as a skill.
EXPERIENCE		13. Experience of working with children and young people. 14. Experience of communicating with people from diverse backgrounds.
QUALIFICATIONS	15. A current higher education student of Nottingham Trent University or the University of Nottingham.	