

Date: **January 2022**  
Post Title: **Reading Recovery Resource Leader (Grade F) Full-Time**  
Agency: **National Literacy Agency (NLA)**  
Responsible to: **Chief Executive Officer (CEO)**

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### **Accountability**

The post-holder shall be accountable to the Chief Executive Officer (CEO) of the National Literacy Agency (NLA) and/or his/her delegate.

### **Roles and Responsibilities**

Under the guidance of the Deputy CEO and/or his/her delegate, the post-holder shall fulfil the following roles and responsibilities:

- Promoting the vision, aims and objectives of the *National Literacy Strategy for All in Malta and Gozo*;
- Planning, preparing and delivering daily at least twelve Reading Recovery one-to-one teaching programmes during term time (during school hours and before and/or after-school hours);
- Planning, preparing and delivering summer literacy sessions;
- Following the trade marked procedures and processes, identify the lowest achieving children eligible for Reading Recovery through the administration of the Observation Survey, assess children to successfully discontinue Reading Recovery programmes, and to refer those children who have made progress but have not achieved levels to successfully discontinue their Reading Recovery programme;
- Regularly monitoring children's progress and maintaining daily teaching records for each child, including Observation Survey assessment records, Predictions of Progress, daily running records, etc.;
- Maintaining a collaborative working relationship with all relevant stakeholders to ensure quality and timely services are provided;
- Attending Continuing Professional Development sessions;
- Making and receiving peer observation visits (at least once a year);
- Receiving a minimum of two visits from the teacher leader, annually;
- Communicating with parents, teachers, and the school management team members as required and appropriate;
- Working closely with class teachers and others in the best interest of each child;
- Developing home-school links for the children receiving Reading Recovery.
- Assisting with service evaluation as directed by the CEO and/or his/her delegate;
- Contributing, as required, to training courses/seminars, staff training etc.;
- Compiling accurate and timely reports under the direction of the CEO and/or his/her delegate;
- Carrying out research initiatives according to the exigencies of the Agency, under the guidance of the CEO and/or his/her delegate;
- Deputising for Agency staff as requested by the CEO and/or his/her delegate;
- Keep abreast of research related to literacy and non-formal education;
- Ensure the Agency's equal opportunities and standards are integrated into all aspects of the service;
- Undertake first line child protection measures, reporting areas of concern to the CEO and/or his/her delegate;
- Dress appropriately according to dress code policy provided by the Agency;
- Participate in performance assessment sessions on the basis of which one's further involvement is determined;
- Performing other duties that may, from time to time, be assigned by the CEO and/or his/her delegate.

### **Eligibility criteria**

Applicants **must** at the closing date of receipt of applications have:

1. A teaching degree at MQF Level 6, or higher, together with the Teacher's Warrant (not temporary);  
AND

2. Reading Recovery teacher's certificate, or higher;  
AND
3. At least two full scholastic years' teaching experience in the primary sector;  
AND
4. MQF Level 3 in Maltese and English, SEC (Grades 1 – 5) or GCE (Grades A – C), or equivalent, unless already presented at a higher level;  
AND
5. Competency in the use of ICT applications, especially MS Word and internet.

Applicants who are not in possession of eligibility criterion 2, will only be considered if they undertake to follow and successfully complete the relevant training during their first year of employment. Terms and conditions related to the funding of the training will apply.

### **Terms and Conditions**

- This post is being offered on full-time basis. The annual average working hours are of 40 hours per week, and these may spread out over a five or six-day period (Monday to Saturday).
- The selected candidate will be engaged on a basis of an indefinite contract. This is subject to a probationary period of twelve (12) months.
- The salary for the post of Reading Recovery Resource Leader is at Salary Scale 9, NLA Grade F, starting at €23,355 per annum (in 2022), rising by annual increments of €447.
- Full-time Reading Recovery Resource Leaders will progress to Scale 8 on completion of five (5) years' service in the grade, subject to satisfactory performance. Employees shall furthermore progress to Salary Scale 7 after five (5) years satisfactory service in Salary Scale 8.
- Reading Recovery Resource Leaders will benefit from travel expenses reimbursement. All literacy resources needed to carry out their work will be provided by the Agency.
- Reading Recovery Resource Leaders are required to work flexible hours, according to the exigencies of the service. Normally, those employed on a full-time basis are expected to work during the following hours (Monday to Friday):

Winter (Mon-Fri)	1 <sup>st</sup> October to 15 <sup>th</sup> June	07:15 – 16:30
Summer (Mon-Fri)	16 <sup>th</sup> June to 30 <sup>th</sup> September	08:00 – 14:00

### **Supervision Received**

The post-holder shall be accountable to the Chief Executive Officer and/or his/her delegate. The post-holder will be expected to work without constant supervision.

The National Literacy Agency is committed to the active promotion of Equal Opportunities as an employer and in the provision of services to the community.

*This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*