

Resource Teachers: Literacy Procedures and Guidelines

Schedule E: Charter statement

RT:Lit – attached teacher

Rationale

_____ School hosts a Resource Teacher: Literacy (RT:Lit) to provide literacy support for students in the _____ cluster of schools.

Purpose

The RT:Lit will provide a service to a cluster of schools, as decided by the management committee, giving advice and support that helps teachers and cluster schools meet the needs of year 0-8 students at risk of low achievement due to difficulties in literacy.

Key tasks of the RT:Lit

Identifying needs and maintaining workload

The RT:Lit will:

- use appropriate diagnostic assessment tools to determine the specific needs of students accepted on their roll;
- use this data to make recommendations as to the most appropriate literacy intervention programmes to meet the children's needs and, where necessary, work with schools to provide a literacy programme for children who are most at risk in the acquisition of literacy;
- maintain a workable 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 specialists, ESOL programmes, speech-language therapists, RT:LBS, 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 an 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 whānau and parents and/or other agencies to facilitate the educational achievement of children identified as requiring the services of the RT:Lit.

Literacy intervention tasks

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

- providing intensive, specialised 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 specified period, to help the classroom teacher.

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Host-school-related tasks

The RT:Lit will:

- report regularly to the principal of the host school and the management committee, detailing work they have undertaken so that the board of trustees of the host 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, 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 for work undertaken throughout the year in the cluster;
- in conjunction with the management committee, establish operational procedures consistent with the agreed policies of the committee and the needs of the cluster.

Key tasks of the host school

The key tasks of the host school are to:

- provide advice and assistance to the RT:Lit that reflects the policy direction of the Ministry of Education's Literacy Strategy;
- establish a management committee to administer the RT:Lit service;
- manage the budget and funding for the RT:Lit;
- appraise the performance of the RT:Lit in meeting their key tasks and the RT:Lit professional standards;
- be accountable to the Ministry of Education for the effective, efficient, and equitable operation of the RT:Lit's programme;
- ensure that the RT:Lit undertakes the required training and has access to agreed study leave.

Key tasks of the management committee

The key tasks of the management committee are to:

- provide advice and assistance to the RT:Lit that reflects the policy direction of the Ministry of Education's Literacy Strategy;
- establish operational procedures and policies for the RT:Lit that reflect the direction of the Ministry of Education's Literacy Strategy;
- approve and monitor the annual budget prepared by the RT:Lit;
- support the host school in ensuring that the RT:Lit undertakes the required training and has access to agreed study leave;
- ensure that all cluster schools receive an annual report on the work of the RT:Lit.