

JOB DESCRIPTION

Post:	Whole School Literacy Co-ordinator
Salary:	Main Pay/Upper Pay Scale plus TLR2B
Reports To:	Deputy Head



General professional responsibilities

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document, and subsequent updates. You are required to carry out these duties in accordance with any relevant policy documents adopted by the academy and any division of teaching responsibilities that are from time to time decided.

Job Purpose

To lead, manage and develop Literacy throughout the academy.

Strategic Vision

- Work with senior leaders on the development and implementation of a strategic vision for literacy for the academy.
- Have a good knowledge and understanding of issues related to literacy.
- In consultation with others, ensure that the literacy policy is kept updated and supportive of pedagogy.
- Promote opportunities for students to use literacy skills for a range of purposes and audiences other than in lessons, e.g. competitions, writing for the academy magazine etc.

Specific TLR responsibilities

- Develop, implement and evaluate an effective whole-school literacy programme.
- To impact on the educational progress of all students in the academy.
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants.
- To research best practice and lead the staff in CPD which enhances outcomes for students.
- Use national, local and school management data to monitor standards of achievement across the academy in Literacy.
- In conjunction with the librarian devise activities to raise the profile of Literacy across the academy.
- Mapping out the extent to which literacy skills are currently used within the academy.
- Provide advice and guidance to teachers and subject-specific support that will impact on student learning and outcomes.

Implementation, Monitoring & Evaluation

- In consultation with middle leaders, monitor the impact of the implementation of support and advice on literacy provided across the academy.
- Present a termly and annual report on the implementation of the action plan and attend key Governors and SLT meetings when needed.
- Contribute towards the CPD programme on literacy issues including input into inset.
- Ensure that parents/carers are informed of the academy's approach to the teaching of literacy and provide advice on how they may be able to support their children.

Desired attributes

It is desirable that the successful candidate:

- Should have Qualified Teacher Status and a good Honours degree.
- Should provide evidence from PGCE profile of meeting the required standards.
- Has had previously successful teaching experience / or teaching practice.
- Most importantly be enthusiastic about the subject and be able to convey this to students
- Have an understanding of assessment and examination requirements for KS3, KS4 and KS5
- Be an outstanding teacher with the ability to demonstrate outstanding practice and progress of students.
- Works effectively as part of a team.
- To actively keep up to date with the developments in the teaching of their subject knowledge.
- A willingness to develop as a professional, taking opportunities to train further within their department, or outside to progress in the career.
- Would be a practising Catholic, although non-Catholics supportive of the full ethos should not be deterred from applying.

This job description will be reviewed regularly and may be subject to modification and amendment.

Person Specification: Whole School Literacy Co-ordinator

	Essential	Desirable
Qualifications	Qualified Teacher status.	Evidence of continuous INSET with particular reference to improvements in teaching and learning across all key stages
Experience	<p>A Whole School Literacy Co-ordinator should have experience of:</p> <ul style="list-style-type: none"> - Proven track record of outstanding practice in the classroom and outcomes for young people - Setting targets, monitoring progress and interventions and evaluating their impact - Working with colleagues in teams and across a school - Working alongside other teachers in the development of learning - Continuing professional development - Be willing to support in writing schemes of work 	
Knowledge and Understanding	<p>A Whole School Literacy Co-ordinator should have knowledge and understanding of:</p> <ul style="list-style-type: none"> - Curriculum and pedagogical issues related to student achievement, performance and the development of thinking skills - The importance of working as part of a team - Strategies for intervening with students who are at risk of underachieving as well as those who need further academic stretch - Behaviour management techniques for groups and individuals - National curriculum/exam board changes that could impact on students at all key stages 	
Skills	<p>A Whole School Literacy Co-ordinator will be able to:</p> <ul style="list-style-type: none"> - Make consistent judgements based on careful analysis of available data as evidence - Be an excellent classroom practitioner - Have good data analysis skills - Have good communication skills, both written and oral - Have good presentation skills with the ability to enthuse and motivate others - Have good organisation skills. 	Confident in the use of information and communication technology. Good influencing and negotiation skills.
Personal Characteristics	<ul style="list-style-type: none"> - Ability to support the Catholic ethos of the academy - Willingness to share expertise, skills and knowledge - Sensitivity to the aspirations, needs and self-esteem of others - Commitment to team working - Willingness to address challenging issues with clarity of purpose and diplomacy. 	