



Whole School Literacy Lead Job Description

EMMAUS
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Job Description for Whole School Literacy Lead

Teaching and Learning Responsibility Point: TLR 2b

Line Manager: Head of Department/VP: Teaching and Learning

Duty Hours: Full Time with the flexibility for less hours on request / Term Time / Permanent

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To work under the guidance and direction of the Head of Department for the subject taught.

Key responsibilities of the post include:

- To contribute to the delivery of the teaching and learning in the subject taught, together with the collective development of resources, schemes of work and lesson plans of the highest standard.
- To develop your teaching and learning of the subject taught through personal development and training.
- To assess student progress and take appropriate action when such progress identified is below expected targets.
- To deliver challenging, purposeful, enjoyable, and appropriately adapted lessons in the subject.
- To actively uphold and promote the Catholic Life of the school.
- To make an enthusiastic contribution to extra-curricular activities.
- To promote outstanding behaviour amongst students to create a POWERful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
- To ensure that the specific needs and language requirements of all students are met.
- To support the purposeful use of ICT in this area to improve teaching and learning.
- To maintain progression and continuity in the subject area for students as they move up the school.
- To assist in the promotion of whole school and departmental policies and to follow the school's appraisal procedures and aims.

This role requires an outstanding and confident classroom practitioner who is able to demonstrate the very highest standards of teaching.

Job Purpose:

The postholder will have whole school responsibility for leading and driving the school literacy strategy and ensuring equitable access to learning through a strong culture and practice around literacy.

Key Responsibilities and Expectations of the post:

- To promote a reading culture across the school and community
- To drive and coordinate the D.E.A.R programme
- To lead developments for literacy across the curriculum
- To assess, track and monitoring of reading levels and progress
- To develop and lead a suite of interventions for the lowest 20% of readers
- To lead Literacy CPD
- Responsible for the Whole School Literacy Policy

Key In-School Professional Partnerships:

- Special Education Needs Coordinator (SENDCO)
- Pupil Premium Lead
- Head of English
- Vice Principal: Quality of Education (T&L)
- Assistant Principal: Quality of Education (Curriculum, Assessment and Reporting)
- Assistant Principal: Pastoral Care and Personal Development (Transition and CCF curriculum)

Leading and Managing Whole School Literacy

- Use extensive, up-to-date knowledge to lead literacy across the school, and keep up to date with developments in research and pedagogy.
- Ensure literacy is mapped across curriculums in line with policy and delivered consistently.
- Work with teachers and other subject leads to build links between their curriculum, literacy skills and the wider curriculum.
- Promote a high standard of speaking, listening, writing and reading amongst colleagues
- Liaise with the Vice Principal on quality assurance to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective literacy programmes which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the literacy policy.
- To keep up to date with national developments in literacy, best teaching practice and methodology.
- Actively monitor and respond to literacy development and initiatives at national, regional and local levels.
- Ensure that the development of literacy is in line with national developments.
- Make sure there is an effective system of assessment that oversees the progress of pupil's literacy.
- Have an overarching responsibility for pupils' reading ability and standards in literacy.
- Lead and manage the school Library

Monitoring and Assessment

- Quality assure data to ensure it is accurate, reliable and valid.
- Analyse assessment data to identify cohorts for support and track pupil progress.
- Identify where pupils have literacy gaps or are not making expected progress, and make sure interventions target these.
- Monitor the effectiveness of the whole school literacy policy through book scrutinies, DEAR learning walks and observations of interventions.

Leading and Managing Staff

- Establish positive working relationships among colleagues, modelling effective practice for delivery of D.E.A.R and other whole school literacy practices
- To be responsible for the efficient and effective deployment of the staff working on literacy interventions.

Professional Development

- Provide training, practice and coaching so all staff become experts in teaching reading, spelling and writing.
- Attend relevant training courses and share new knowledge with colleagues.

Managing Resources

- Audit, check and manage literacy resources termly, to ensure they are available, up to date, varied and diverse, and match pupil and curriculum needs
- Provide support with classroom displays across the school to ensure they are stimulating, of high quality,

and support literacy development.

- Ensure Library books are well ordered, cared for and updated routinely.
- Create a safe, welcoming environment and take care of the library accommodation.

Management information

- Ensure the maintenance of accurate and up-to-date information concerning student literacy data on the management information system.
- Make use of, analyse and evaluate available reading data.
- Identify and take appropriate action on issues arising from literacy data, setting deadlines, where necessary, and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the subject / curriculum area.
- Provide the Governing Body with relevant information relating to literacy strategy, development and outcomes.

Communications

- Ensure that all members of staff are familiar with the literacy policy, and it's aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents of students.
- Ensure Reading Culture is routinely promoted in newsletters and on social media.

