



## English – 2<sup>nd</sup> in Department

### Leader of Literacy

#### JOB ROLE

##### JOB PURPOSE

- To ensure the English curriculum thrives and develops students' love of literature and language.
- To ensure there is a clear whole school literacy strategy.
- To ensure outcomes are of a high standard and all students achieve success
- To lead a department to implement and deliver an appropriately broad, balanced, relevant and well adapted English curriculum for students, as well as to support the development of the curriculum area.
- To teach confidently GCSE specifications, and to prepare students to succeed in them.
- To monitor and support the overall progress and development of students in their department
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment and achievement.
- To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people.
- To promote and safeguard the safety and well-being of all pupils and young people.

##### RESPONSIBILITIES

- Strategically develop and lead the school improvement plan on whole school literacy and reading
- Work alongside curriculum leaders to ensure literacy is taught in all subjects.
- In collaboration with other leaders, provide training to develop disciplinary literacy.
- Coordinate the assessment of reading age across the school.
- Analyse and evaluate reading age data, ensuring intervention is in place to support pupils at various stages of reading and the inclusion & intervention managers to allocate reading support sessions
- Coordinate tutor time reading programme.
- Develop whole school strategies to support pupils with most significant literacy barriers.
- Plan, implement and monitor the teaching of targeted literacy interventions.
- Working with colleagues, train staff to ensure target literacy intervention addresses the specific needs of our school community.
- To support the head of department to lead, evaluate and develop the department to provide an outstanding English education.
- Model excellent teaching practice to your team.
- To support the head of department to support new members of the team, providing induction and support.

TO THE CHALLENGE!



- Planning well-structured lessons that meet the needs of all pupils through effective structuring of tasks so they provide challenge or support as appropriate.
- To support the head of department to ensure all members of the team receive good professional development in line with the vision of the school.
- To support the head of department to ensure that pupils' progress is regularly and accurately assessed and that levels/grades are fed back to pupils and used formatively to enhance the attainment and progress of all pupils.
- Ensure that standards of behaviour in classes support effective learning and take action to manage inappropriate behaviour.
- Show commitment and responsibility for own professional development and ensuring best practice in classroom teaching and learning.
- Providing extra-curricular opportunities that are an essential part of subject provision.
- Keeping subject knowledge up to date.
- To support the head of department to develop schemes of work and department resources.
- Contributing to the implementation of courses within the subject area.
- Attend HOD meetings and curriculum development training.

#### **OTHER DUTIES**

- To be familiar with and adhere to all School Policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety.
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents.
- To set a good example in terms of dress, punctuality and attendance.
- To participate in the School's arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification.
- Under the reasonable direction of the Head Teacher carry out the professional duties of a School teacher as set out in the current School Teachers' pay and Conditions Document (STPCD).



Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified to degree level in a relevant subject.</li> <li>• Qualified to work and teach in the England.</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Further training and advancement of teaching skills.</li> <li>• Professional NCTL Courses</li> <li>• Post Graduate Study (Certificate, Diploma, Masters, etc)</li> </ul>
Professional Qualities	<ul style="list-style-type: none"> <li>• Lead with integrity and absolute professionalism</li> <li>• Work cooperatively as part of a team and deploy support staff effectively</li> <li>• High expectations and commitment to pupils achieving their full educational potential</li> <li>• Ability to inspire and motivate those around them</li> <li>• Substantial problem-solving ability</li> <li>• Intellectual curiosity</li> <li>• Strong commitment to inclusion</li> <li>• Create and maintain positive and supportive relationships with staff, pupils and parents</li> <li>• Reflect on and improve own practice</li> <li>• Commitment to professional development</li> <li>• Competent ICT Skills</li> <li>• Open and deep passion for education with a growth mindset and belief that every student can learn and achieve</li> <li>• A flexible and forward thinking attitude to challenge and adversity</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience of working with children with significant barriers to learning</li> <li>• Know when to draw on the expertise of colleagues</li> <li>• Know how to deliver effective personalised provision</li> <li>• Contribute to the wider life of the school</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience in teaching English at KS3 and KS4</li> <li>• Excellent knowledge of the English curriculum in KS3 and KS4</li> <li>• Knowledge of exam specifications</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of KS2 or KS5 English curriculum.</li> <li>• Know a range of approaches to assessment</li> <li>• Experience of subject/aspect leadership</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• A commitment to securing the safety and wellbeing of all pupils.</li> <li>• The successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering a curriculum that incorporates safeguarding practice and themes</li> </ul>