



Job Description

Post Title:	ENGLISH KS3 ASSISTANT CURRICULUM LEADER AND WHOLE SCHOOL LITERACY COORDINATOR
Post No:	
Purpose:	<ul style="list-style-type: none"> • To assist in the provision of an appropriately broad, balanced, relevant and differentiated KS3 curriculum for students studying English, in accordance with the aims of the College and the curricular policies determined by the Governing Body and the Headteacher of the College. • To assist in leading, managing and developing KS3 English • To improve literacy standards in all subjects in order to raise student achievement across the whole school. • To be accountable for leading, managing and developing literacy across the curriculum. • To support, monitor and evaluate student progress in both reading and writing. • To support subject departments in delivering literacy targets. • To develop and enhance the teaching practice of others in relation to literacy.
Reporting to:	Curriculum Leader
Responsible for:	Teaching staff and other relevant personnel within the English department.
Liaising with:	Headteacher, leadership team, other curriculum leaders, teachers, student support services and relevant staff with cross-College responsibilities, relevant non-teaching support staff, Governors, LEA personnel, parents and relevant external agencies.
Working Time:	In accordance with the School Teachers' Pay and Conditions Document.
Salary/Grade:	TLR2b
Disclosure level	Enhanced

MAIN (CORE) DUTIES	
Operational and Strategic Planning:	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work and marking policies. • The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources. • To assist in the monitoring and follow up of student progress. • To assist in the management of the department, and to ensure that the activities of the department reflect the needs of students within the subject area, College Improvement Plan/Departmental Development Plan and the aims and objectives of the College. • To ensure that Health and Safety Policies and practices, including Risk Assessments, throughout the department are in-line with National requirements and are updated where necessary, therefore liaising with the College's Health and Safety Manager. • To improve literacy standards in order to raise standards of student achievement within the whole curriculum. • To be accountable for leading, managing and developing literacy. • Writing and updating a literacy action plan. • Monitoring and ensuring the implementation of the whole school literacy strategy.
Curriculum Provision:	<ul style="list-style-type: none"> • To be accountable for the development and delivery of the KS3 curriculum within English and literacy across the curriculum • To be accountable for the development and delivery of KS3 reading lessons. • To ensure all curriculum areas contribute to the whole school literacy strategy.
Curriculum Development:	<ul style="list-style-type: none"> • To assist curriculum development for the whole department with specific focus on the KS3 curriculum. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To respond to curriculum development and initiatives at national, regional and local level. • To monitor the implementation of the Mastery curriculum in English. • To develop and enhance the teaching practice of others in relation to Literacy.

Staff Recruitment, Deployment and CPD:	<ul style="list-style-type: none"> • To assist in the efficient and effective deployment of the department's teachers, technicians/support staff. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. • To assist in effective induction of new staff in line with College procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To be responsible for the day-to-day management of staff within the designated department and act as a positive role model. • Working with each department offering advice and support about texts, appropriate language levels, classroom activities and teaching methods which will support literacy development. • Identifying necessary CPD and leading CPD for whole school literacy initiatives.
Quality Assurance:	<ul style="list-style-type: none"> • To contribute towards the process of the setting of targets within the department and to work towards their achievement. • To contribute towards a common standard of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To monitor and evaluate the curriculum area/department in-line with agreed College procedures, including evaluation against quality standards and performance criteria. • To support, monitor and evaluate student progress in Literacy. • To assist each department to audit their provision for Literacy.
Assessment:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department. • To assist in the analysis of and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the Head of Department, to manage the department's collection of data and ensure it is internally consistent and standardised. • To identify emerging literacy needs at both individual and cohort level. • To establish and report on literacy targets..
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To communicate with external agencies in accordance with specific responsibilities. • To ensure effective communication/consultation as appropriate with the parents of students. • To represent the department's views and interests. • To ensure that Curriculum Leaders, Teachers, Leadership Team, Governors, LEA, external organisations are aware of the aims of the literacy strategy plan. • Building links with primary schools in our family of schools to help develop good cross-phase practises and approaches to literacy.

Management of Resources:	<ul style="list-style-type: none"> To assist with managing the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. To manage financial and physical resources within the literacy budget.
Pastoral System:	<ul style="list-style-type: none"> To ensure that the aspirations of all students are appropriately challenged. To assist with monitoring and supporting the overall progress and development of students within the department. To help to ensure the Behaviour Management System is implemented in the department so that effective learning can take place. Ensure pastoral work during tutor time contributes to the literacy action plan.
Other Specific Duties:	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	