



JOB DESCRIPTION

Post: Literacy Co-ordinator
Responsible to: Assistant Principal

Purpose of the post: To lead, manage and develop literacy throughout the college.

Specific responsibilities:

- Lead the development of the whole-college Literacy policy and practice in the teaching of Literacy, including reading, writing and oracy to ensure progress in literacy levels and evaluating the impact of the teaching and learning.
- Create an effective improvement plan for literacy which positively contributes to the vision and targets in the College Improvement Plan and provides a structured timetabled framework for implementing literacy developments.
- Lead and deliver staffing training on literacy, including contributing to the induction programme for new staff and ITT students.
- Manage, motivate and enhance literacy expertise in staff and pupils to gain consistent practice and approach to literacy across the curriculum.
- Lead, promote and develop whole school literacy programmes such as Accelerated Reader, Thinking Reading and Rapid Plus.
- Lead, promote and develop whole college opportunities to develop literacy, such as Book Buzz and to raise the profile of literacy such as World Book Day.
- Identify the needs of individual pupils and provide appropriate intervention strategies for targeted pupils and evaluate their success.
- Evaluate standards of literacy for groups, years, departments within College through SOW, lesson observation and monitoring of pupils' work and teachers' planners to identify future action.
- Liaise with all staff and provide regular feedback and support to departments and HoAs and opportunities for good practice to be shared.
- Contribute to the College's self-evaluation by identifying strengths, weaknesses, opportunities for development and by preparation of evaluations of progress and standards for senior staff and the Governing Body.
- Manage the literacy budget ensuring value for money.
- Identify, share and disseminate resources for use across the whole college
- Contribute to the development of teaching and learning within the whole college.



General responsibilities:

- Professional duties of a teacher in accordance with the description published annually in the School Teachers' Pay and Conditions Document.
- Be aware of the emergency cover arrangements and contacts.
- Carry out a share of the supervisory duties in accordance with published rotas.
- Encourage pupils to participate in college activities and clubs.
- Assist in the promotion of the good name of the college within the community.
- To comply with the Council's/College's Health & Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's/College's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's Data Protection Policy/legal requirements.

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required any other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Agreed by:

Postholder

Principal

Date

COWLEY INTERNATIONAL COLLEGE

Executive Principal: Mr C Sheeran

Hard Lane, St Helens, Merseyside, WA10 6PN Tel: 01744 678030 Visit: cowleyinternationalcollege.co.uk