



Wadham School – Job Description

English Teacher – Reading & Literacy Lead



Contract: Permanent

Weeks per Year: Full time

Grade: MPS/UPS + TLR 2b (£30,496 - £46,386)

Responsible to: Curriculum Leader for English

Main Purpose

To inspire excellence across the school, in particular regarding English – Reading and Literacy

- The R&L Lead will champion reading and literacy to achieve exceptional outcomes for students at Wadham School.
- The R&L Lead will liaise closely with the CTL English for the strategic development and operational implementation of the school's Reading and Literacy Strategy.
- The R&L Lead will take responsibility for providing targeted intervention to students significantly below age related expectation for reading.
- The R&L Lead plays a key role in enabling students to unlock their wider curriculum and will be required to meet with the CTL for English and other leaders to ensure a collaborative approach secures desired outcomes.

Main Duties and Responsibilities

- To be an exceptional teacher of English.
- To be responsible for the day-to-day enactment of the reading and literacy strategy and co-ordination of specific provision to improve individual pupils' levels of literacy.
- To be responsible for the creation of action plan(s), their enactment and review of their impact as part of the school's reading and literacy strategy.
- To ensure excellent tracking and monitoring processes enable a range of targeted literacy interventions to improve outcomes and reading levels.
- In liaison with the Curriculum Leads for Maths and English, ensure the effective deployment of staff and resources to enable excellent outcomes from numeracy and literacy intervention.
- To liaise with staff, parents and external agencies and to co-ordinate their contribution, to provide maximum support of the wider reading strategy.
- To report as necessary to senior leaders, the Headteacher and governors as required on the effectiveness and efficiency of reading and literacy provision at Wadham School.
- Support the AHT – Teaching and Learning in providing training, professional development and guidance to staff to support excellent practice with regard to reading and literacy.
- Working closely with the AHT – Teaching and Learning to provide accurate evaluation of the quality of education and development needs of the staff.
- Support and provide guidance to Curriculum Leaders and other leaders with regard to high quality curriculum design to promote a love of reading and improve literacy.
- To develop a whole-school approach in fostering a love of reading
- To ensure the most confident readers have opportunities to be stretched and challenged.

Other Duties

- The R&L Lead will be a part of the Middle Leadership Team at Wadham School.
- The R&L Lead will be a member of the English Curriculum Team.
- The R&L Lead will support all matters related to external marketing of Wadham School. This will include liaison with partner schools and parents and attendance at Open Evenings and other outward-facing events.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies; including taking a role within the Safeguarding Team.
- To play a full part in the life of the school community, to support its Christian values and ethos and to encourage staff and students to follow this example.
- Take responsibility for their own professional, CPD and wider reading as expected of a R&L Lead, in addition to maintaining to current educational thinking, policy and statutory changes.
- To play a full part in the life of our community, to support its vision, mission and values.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

All Wadham staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school. The particular duties and responsibilities may vary from time to time.

Personal Attributes

Essential:

- Qualified Teacher Status (QTS)
- A degree or equivalent
- A track-record of exceptional classroom teaching with an acute understanding of effective pedagogy
- A commitment to and knowledge/experience of effective strategies to maintain and raise attainment, in particular to address the differing needs which exist in the mixed ability classroom, which include second language learners
- Significant experience of improving outcomes for students with SEND or disadvantage
- Experience in the use and analysis of data, tracking and target setting to raise attainment at individual student, class and cohort level and identify performance
- A commitment to the aims and values of comprehensive education, the school's vision and ethos, as well as the implementation of equal opportunities policy and practice
- A commitment to and evidence of professional development
- Energetic and relentless in striving for excellence
- Can demonstrate effective leadership qualities
- Ability to work both autonomously and as a member of a team
- Ability to forge effective professional relationships and establish positive partnerships with parents and carers in an empathetic and approachable manner
- Has the personal qualities needed to build effective relationships with colleagues and students
- Is an excellent practitioner
- Is highly motivated
- Is flexible, able to work under pressure, meet deadlines and prioritise workload
- Is a reflective practitioner who responds to change positively
- Is highly qualified and a well organised person
- Is a confident communicator
- Has high expectations of colleagues and all students regardless of their need
- Is able to enthuse others about learning and is able to communicate this to the students and the faculty
- Is confident, resilient and has a good sense of humour
- Is a good 'team player'

Desirable:

- Experience of working as a middle leader.
- Previous experience as R&L Lead either in a secondary/middle school environment or large primary setting
- Direct experience of managing a budget and resources (including staff resources)
- Experience of working effectively with external stakeholders, including local authority representatives with excellent knowledge of current national initiatives.
- An understanding of the principles of management and leadership with an ability to engage others and to lead a team to achieve its goals
- An awareness of staff professional development and the enthusiasm to deliver and promote on-going staff training, particularly in high quality teaching and learning
- Is flexible, able to work under pressure, meet deadlines and prioritise workload
- Ability to drive and have access to a car.

Notes

This job description may be amended at any time in consultation with the postholder. 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.

Key to Acronyms Used/Glossary of Terms Used in this Job Description

SEND = Special Educational Needs & Disabilities
R&L Lead = Reading and Literacy Lead
CPD = Continuing Professional Development

DHT = Deputy Headteacher
AHT = Assistant Headteacher
STPCD = School Teachers Pay & Conditions Document