



KING EDWARD VI BALAAM WOOD ACADEMY

Educational excellence for our City

Job Description

~ Lead Practitioner of Literacy ~

King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU

Title	Lead Practitioner of Literacy
Salary	L4
Reports to	Faculty Leader of English
Disclosure level	Enhanced
Purpose	To support the Faculty Leader in developing and maintaining high levels of teaching and learning within the English faculty with a specific focus on whole school literacy and reading.
Duties and responsibilities	<p><u>Teaching</u> Required by the Teachers' Pay and Conditions document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the academy and to report for the purposes of day-to-day management to the Deputy Headteacher or Head of Faculty.</p> <p><u>Planning and Development</u></p> <ul style="list-style-type: none"> • To work with members of your faculty to provide an appropriately broad, balanced, relevant and differentiated curriculum for pupils in accordance with the aims and ethos of the academy and the curricular policies determined by the Governing Body and Headteacher of the academy. • To ensure that the development of the subject is in line with national developments. • To set challenging teaching and learning objectives which are relevant to all pupils in their classes. • To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils' learning. • To contribute to faculty meetings and events. • To source and organise opportunities for pupils to learn in out-of-school contexts.

- To develop and audit schemes of work and other documentation related to their subject area within the academy and to support cross-curricular delivery.
- To manage resources available for their subject and make recommendations in order to maintain and develop curriculum provision.

Monitoring and Assessment

- To make appropriate use of the academy's monitoring and assessment strategies to evaluate pupils' progress toward planned learning objectives.
- To actively monitor and use assessment information to improve and inform planning and teaching.
- To monitor and assess the effectiveness of learning activities and provide timely and constructive feedback to support pupils' learning.
- To identify and support pupils with differing levels of ability and those experiencing behavioural, emotional and social difficulties.
- To report on pupils' attainment to parents, carers, other professionals and pupils' as appropriate.

Teaching and Class Management

- To have high expectations of our pupils and build successful relationships centred on teaching and learning.
- To establish a purposeful learning environment where diversity is valued and where pupils' feel safe, secure and confident.
- To act as a Form Tutor and carry out the duties associated with that role.
- To ensure that the academy's Behaviour Policy is implemented so that effective learning can take place.
- To organise and manage teaching and learning time effectively.
- To take responsibility for teaching classes over a sustained and substantial period of time.
- To set appropriate homework which aids in-class learning and encourage pupils to become active learners and learn independently.
- To be aware of and comply with all policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and report any concerns to the appropriate person.
- To attend and participate in regular meetings.
- To participate in training, continuous professional development and other learning activities as required including participation in the academy's performance management.

Leadership and Management

- To support the transition of Year 6 pupils into Ks3 in relation to English and literacy.

- Deputise and fulfil the requirements of Head of English as and when required.
- Support in the quality of assurance processes across the faculty.
- Strategically lead on whole school literacy and reading.
- Work alongside curriculum leaders to ensure literacy is embedded in all subjects.
- Provide training to develop disciplinary literacy.
- Work alongside the Librarian and SENDCo to coordinate the assessment of reading ages.
- Analyse and evaluate reading age data, ensuring intervention is in place to support pupils at various stages of reading.
- Coordinate tutor time reading programme.
- Liaise with key staff to develop whole school strategies to support pupils with most significant literacy barriers.
- Plan, implement and monitor the teaching of targeted literacy interventions. Train staff to ensure targeted literacy intervention addresses the specific needs of our pupils.
- Oversight of the accelerated reader programme and reading recovery.
- Plan, implement and monitor a range of strategies to promote a love of reading across the academy.
- Use quality assurance methods to ensure all work associated with the role has the desired impact.

Special Conditions

A teacher on the Upper Pay Scale (UPS) shall meet the performance threshold standards as specified in the Academy Teachers' Pay and Conditions document. The duties required of a teacher under this Job Description shall be such as require the exercise of a teacher's professional skills and judgement.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Faculty Leader or the Headteacher, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Faculty Leader or Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is

not possible management reserve the right to make changes to the job description following consultation.

Postholder:

Postholder Signature:

To be reviewed on an annual basis.

Date: January 2025