

Job title: Literacy Coordinator
Reports to: Director of English
Location: Stationers' Crown Woods Academy

Key responsibilities and outcomes

- Leadership and management of literacy and the Learning Resource Centre (LRC), including accountability of staff and outcomes
- Achievement of consistently high standards of teaching, learning and assessment
- Achievement of rapid and sustained student progress and attainment

Whole Academy Activities

- Lead and support all core Academy related activities
- Promote the public image and engagement of the Academy
- Promote and provide opportunities for student participation in extracurricular activities and links with other organisations, schools and phases
- Be a proactive member of the small school leadership team

Leadership and Management

- Lead and embed an academy wide strategy which ensures a high quality and research-informed literacy and reading provision, including the promotion of effective strategies through staff CPD, providing targeted support for micro-groups and monitoring of its impact
- Liaise closely with with students, parents, colleagues and other stakeholders to ensure the successful implementation and evaluation of the strategy
- Provide targeted literacy interventions (spelling, phonics, reading fluency etc) for our learners who have not yet met age related expectations
- Lead on the development of disciplinary literacy, supporting staff to identify and explicitly teach the approaches required for pupils to read, write and speak like experts in each subject field
- Oversee and promote a range of extra-curricular and enrichment activities and opportunities for pupils which promote a love of reading and literacy e.g. World Book Day celebrations, writing competitions, book clubs, spelling bees, peer reading mentors etc
- Line manage the Learning Resource Centre (LRC) and associated staff
- Ensure performance management of the team is completed in line with academy policy
- Support management of the literacy & LRC budget to ensure value for money and impact on outcomes
- Be a proactive member of the English department leadership team
- Support the Director of English with any other tasks necessary as and when required, in line with the nature of this post

Teaching and Learning

- Ability to teach English and literacy to an outstanding level
- Enhance the quality of education in English and literacy through sharing resources and good practice, lesson observation, collaborative teaching, instructional coaching and active participation in CPD

- Develop teachers to ensure teaching is consistently of the highest level
- Direct and supervise support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic progress
- Monitor and assess teaching and learning, provide feedback and support strategies for staff
- Ensure that innovative approaches to technologies are deployed to enhance learning
- Develop appropriate provision and resources with staff for students of all abilities
- To keep up-to-date with curriculum and pedagogical developments within literacy and, in discussion with the DoL, support curriculum staff as appropriate to raise awareness and expertise

Curriculum, Assessment and Monitoring

- Ensure the provision for literacy and reading offered within the curriculum is appropriate for our students and contributes positively to the overall outcomes of the academy e.g. weekly literacy session during tutor time
- Develop and implement syllabi and schemes of work for literacy and reading that inspire, challenge and enable students to achieve and surpass their target grades
- Set regular, meaningful and measurable literacy and reading assessments for students and recognise success e.g. reading age assessments.
- Maintain, analyse, moderate and follow up literacy and reading data so that it can be used to make teaching, learning and outcomes more effective e.g. Accelerated Reader programme data
- Ensure meaningful and appropriate literacy and reading homework is integrated into the curriculum and assessed accordingly following academy policy
- Produce and contribute to oral and written assessments, reports and references relating to individuals and groups of students
- Liaise with staff from other Trust academies to develop the provision for literacy and reading

Behaviour and Safety

- To promote outstanding behaviour of students that leads to high standards and engagement in learning
- To ensure behaviour management is effective, proactive and that follow up is appropriate
- To reward positive behaviours
- To ensure students and staff are safe in the working environment
- Implement consistent Health & Safety procedures in line with current regulations and write/review risk assessments for the department

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.