

## Job Description Literacy Lead

### Purpose of the Post:

The subject leader will take lead responsibility for providing leadership and management for literacy to secure:

- High-quality teaching and subject knowledge of staff
- A coherently planned and sequenced literacy curriculum in subject areas
- Improved standards of learning and achievement for all
- Effective use of resources to identify student literacy needs
- Implementation of strategies to improve students' literacy needs

### Reporting to:

- Designated SLT member with responsibility

### Responsible to:

- The Headteacher and the Governing Body

### Responsible for:

- EAL Lead
- Library
- Literacy Support Staff
- Teaching staff and other relevant personnel within the department

## Duties and Responsibilities

### Strategic direction

- Set high expectations which inspire, motivate and challenge pupils
- Develop effective teaching and learning strategies
- Promote and monitor the use of school policies within the subject
- Contribute to school improvement planning, including creating subject action plans and evaluating the effectiveness of the subject
- Provide effective line management of the EAL lead, library and literacy support staff



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- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject / curriculum area.
- The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources.
- Actively monitor and follow up student progress
- Implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the subject / curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- Lead and manage the business planning function of the subject/curriculum area and to ensure that the planning activities of the subject reflect the needs of students within the subject area, SIP/SAP and the aims and objectives of the School.
- Link with the Deputy TLL to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- In conjunction with the ICT Co-ordinator to foster and oversee the application of I.C.T. in the subject, including the development of materials for Independent Learning.
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
- Develop and implement policies for subject/curriculum area in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims



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- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the local authority (LA) within subject groups on subject-related events, projects and activities

### Leading the curriculum

- Use extensive, up-to-date subject knowledge to lead literacy across the school, and keep up to date with developments in pedagogy and the curriculum
- Oversee the planning of curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Work with teachers and other subject leads to build links between the English curriculum, literacy skills and the wider curriculum
- Promote a high standard of speaking, listening, writing and reading of English among colleagues
- Liaise with the Deputy Head Quality Assurance to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the subject / curriculum area
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Ensure that the development of the subject is in line with national developments.
- Liaise with the Deputy Head Quality Assurance to maintain accreditation with the relevant examination and validating bodies.



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- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area

### Professional Development

- Provide training, practice and coaching so all staff become experts in teaching reading, spelling and writing
- Attend relevant training courses and share new knowledge with colleagues

### Monitoring and Assessment:

- Quality assure data to ensure it is accurate, reliable and valid
- Analyse internal and external assessment data to track pupil progress and attainment
- Identify where pupils have learning gaps or are not making the expected progress, and make sure interventions target these
- Monitor the quality of teaching and learning across subjects, including book scrutinies, teacher planning scrutinies, lesson observations and learning walks
- Moderate assessment to make sure teachers are making accurate judgements of pupils' progress

### Leading and managing staff

- Establish positive working relationships among colleagues, modelling effective team working and support
- Help colleagues develop positive communication with pupils and parents
- Appraise colleagues and help them develop professionally following the school policy
- Work with the Assistant Head Staff Learning and Performance to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the support staff working within the subject area.
- Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated subject / curriculum area.



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- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Cover Manager/relevant staff.
- Participate in the recruitment process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the school's ITT, OTT, GTP programme, and where appropriate to participate in the school's ECT induction programme.
- To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.
- Establish an effective team and hold regular meetings on the subject weekly/fortnightly to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting pupils into attainment groups
- Liaise with Head/Deputy, other TLLs, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.

## Managing Resources

- Audit, check and manage literacy resources termly, to ensure they are available, up to date, varied and diverse, and match pupil and curriculum needs
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils



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- Provide support with textbooks and library books in your subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary

### Quality assurance

- Ensure the effective operation of quality control systems e.g. use of the MEA file.
- Establish the process of the setting of targets within the subject and to work towards their achievement.
- Establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all subjects within the curriculum area.
- Contribute to the School procedures for lesson observation.
- Monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Ensure that the subject's quality procedures meet the requirements of the Self Evaluation Form and the Strategic Plan.

### Management information

- Ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system.
- Make use of, analyse and evaluate available performance data.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the subject / curriculum area.
- Produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant KS Co-ordinator, to manage the subject's collection of data.
- Provide the Governing Body with relevant information relating to the subject performance and development.



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## Communications

- Ensure that all members of the subject / curriculum area are familiar with its aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents of students.
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- Represent the subject / curriculum area views and interests.

## Marketing and liaison

- Contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- Lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- Actively promote the development of effective subject links with external agencies.

## Pastoral

- Monitor and support the overall progress and development of students within the department.
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Act as a Form Tutor or Co-tutor and to carry out the duties associated with that role as outlined in the generic job description.
- Contribute to PSHE, citizenship and enterprise according to school policy.
- Ensure the Positive Behaviour Management system is implemented in the curriculum area so that effective learning can take place.

## Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.



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- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

## Other Areas of Responsibility

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### General duties

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To continue personal development as agreed
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To carry out these responsibilities taking full regard of the school's Equalities Policy, the philosophy of Inclusion and encouraging its successful implementation
- Commitment to safeguarding and promoting the welfare of children and young people and an expectation for all staff to share this commitment
- To support the Governing Body in its whole-hearted adoption of all the School's Policies and Aims
- To undertake any other duty as specified by STPCD not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.



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The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.

## Job Description: English Teacher

### Purpose of the Post:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

### Reporting to:

- Teaching and Learning Leader for subject
- Designated SLT member with responsibility
- The provision of a full learning experience and support for students

### Responsible to:

- The Headteacher and the Governing Body

### Responsible for:

- Deputy TLL,
- Teachers' i/c subject areas,
- Teaching staff and other relevant personnel within the department

## Duties and Responsibilities

### Strategic direction



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- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department
- To contribute to the Curriculum Area and department's development plan and its implementation
- To plan and prepare courses and lessons
- To contribute to the whole school's planning activities

### Leading the curriculum

- To assist the TLL, the Deputy Head Quality Assurance, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives

### Leading and managing staff

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

### Quality assurance

- To help to implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

### Management information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students



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- To track student progress and use information to inform teaching and learning

### Communications

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school
- To follow agreed policies for communications in the school

### Marketing and liaison

- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

### Pastoral

- To be a Form Tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the Behaviour management systems so that effective learning can take place

### Teaching

- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required



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- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

### Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

### Other Areas of Responsibility

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

#### General duties



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- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To continue personal development as agreed
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To carry out these responsibilities taking full regard of the school's Equalities Policy, the philosophy of Inclusion and encouraging its successful implementation
- Commitment to safeguarding and promoting the welfare of children and young people and an expectation for all staff to share this commitment
- To support the Governing Body in its whole-hearted adoption of all the School's Policies and Aims
- To undertake any other duty as specified by STPCD not mentioned in the above

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## Person Specification Teaching and Learning Leader

*All criteria are essential.*

CRITERIA	QUALITIES
<b>Qualifications and Training</b>	<ol style="list-style-type: none"> <li>1. Degree in subject area of responsibility</li> <li>2. Qualified teacher status</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>3. Successful experience of subject leadership</li> <li>4. Experience of teaching all or most of the age range served by the School (11 – 18)</li> <li>5. Participation in in-service courses and further professional study</li> <li>6. Well qualified in the appropriate subject area and/or participation in relevant in-service courses and/or further professional study.*</li> </ol>
<b>Skills and Knowledge</b>	<ol style="list-style-type: none"> <li>7. Expert knowledge of the National Curriculum and developments, particularly in the subject area of responsibility</li> <li>8. Successful experience of organising, promoting and evaluating curriculum development in the subject area, both with regard to methodology as well as content.</li> <li>9. Evidence of commitment to and experience of raising standards and achievement.</li> <li>10. Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> <li>11. Awareness of local and national organisations that can provide support with delivering the subject</li> <li>12. Ability to build effective working relationships with staff and other stakeholders</li> <li>13. Ability to adapt teaching to meet pupils' needs</li> <li>14. Ability to build effective working relationships with pupils</li> <li>15. Knowledge of guidance and requirements around safeguarding children</li> <li>16. Good IT skills</li> <li>17. Effective communication and interpersonal skills</li> <li>18. Ability to communicate a vision and inspire others</li> </ol>



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	<p>19. Evidence of the ability to oversee and promote effective participation of students in lessons for the subject area of responsibility.</p> <p>20. Successful experience of organising, delivering and evaluating the teaching of the subject area both with regard to methodology as well as content.*</p> <p>21. Understanding of the requirements of the National Curriculum and developments in teaching of GCSE and post 16 within the subject area.*</p> <p>22. Understanding of and experience in developing cross-curricular links.</p> <p>23. Evidence of commitment to, and enthusiasm for raising standards and achievement.*</p> <p>24. Evidence of the ability to oversee and promote effective participation of students in lessons.</p>
<b>Management of Staff and Department</b>	<p>25. Successful experience of organising, developing and motivating staff</p> <p>26. Skills in articulating aims and formulating plans, and in communicating these both orally and in writing</p> <p>27. An understanding and experience of developing and managing effective teams</p>
<b>Management of Resources</b>	<p>28. Successful experience of organisation and administration, including record-keeping and planning</p> <p>29. Understanding of, and experience in, effective budget management</p>
<b>Equality Policies</b>	<p>30. Understanding of, commitment to and experience of promoting equal opportunities</p>
<b>Relationships with School's Community</b>	<p>31. Successful experience of involving parents, the local community and industry in the life of a school and in pupils' learning</p>



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	<p>32. Skill in communicating effectively with Parents, Governors and the Headteacher.</p> <p>33. An understanding of and commitment to the effective promotion of the School.</p>
<p><b>Personal Qualities</b></p>	<p>34. A commitment to achieving the best outcomes for all pupils</p> <p>35. Uphold and promote the ethos and values of the school</p> <p>36. Ability to work under pressure and prioritise effectively</p> <p>37. Maintain confidentiality at all times</p> <p>38. Commitment to safeguarding and equality</p> <p>39. Ability to work as part of a team and contribute positively to the team's objectives.*</p> <p>40. Enthusiasm, energy and commitment to teaching.*</p> <p>41. Good listening skills.</p>



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