



## Job Description Literacy Leader

### Primary Purpose:

The Literacy Leader will champion literacy in all its forms across the curriculum, ensuring that all students develop the reading, writing, speaking, and listening skills necessary for academic success and lifelong learning. This role involves strategic leadership, staff development, and student engagement to raise literacy standards throughout the school.

### Responsible to:

Headteacher via Senior Leader, Line Manager.

### Personal Qualities:

- Qualified Teacher Status (QTS)
- Proven track record of supporting pupils to make progress in a literacy heavy environment
- Strong personal literacy skills
- Love of and enthusiasm for reading in all or any form.
- Strong understanding of literacy pedagogy
- Behaves consistently with the Academy and Trust's values in their interactions with internal and external stakeholders.
- Treats people with respect and in a fair and consistent way.
- Recognises when colleagues are under pressure and volunteers to assist them where possible.
- Works within teams and across boundaries to share knowledge and achieve results.
- Identifies and builds relationships required to achieve the best outcomes for the team.
- Generously shares their time, knowledge, expertise and talent to support others' success.
- Creates opportunities to enhance the experience of the customers through their daily tasks.
- Maintains focus and drive to achieve quality outcomes.
- Focuses their time and efforts on issues that will have the greatest impact on agreed objectives.
- Anticipates responses and plans their approach accordingly.

### Responsibilities:

#### Strategic Leadership:

- Develop and implement a whole-school literacy strategy aligned with school improvement priorities.
- Monitor and evaluate literacy initiatives and their impact on student outcomes.
- Lead literacy-focused CPD sessions for staff across departments.



#### Curriculum Development:

- Support departments in embedding literacy into their schemes of work.
- Promote disciplinary literacy, ensuring subject-specific language and skills are taught effectively.
- Collaborate with the English department to enhance reading and writing provision.

#### Student Engagement:

- Organise literacy events, competitions, and enrichment activities (e.g. World Book Day, author visits).
- Promote reading for pleasure through library initiatives, book clubs, and reading challenges.
- Identify and support students with literacy difficulties, working closely with SEND and pastoral teams.

#### Staff Support:

- Provide guidance on effective literacy teaching strategies.
- Provide support and guidance on creating engaging tutor reading sessions.
- Share best practice and resources to improve classroom literacy.
- Mentor staff in developing literacy-rich environments.

#### Monitoring and Evaluation

- Track literacy progress using data and student voice.
- Report regularly to SLT and governors on literacy outcomes.
- Lead audits and reviews of literacy provision across subjects.

#### General:

- Represent Miltoncross Academy in a professional and positive manner.
- Undertake break time duties as appropriate.
- Act as a tutor.
- Support colleagues.

To undertake any other reasonable duties deemed necessary by the Headteacher to ensure the smooth running of the academy.