



## Job Description

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**Job Title:** Second in Department – English and Whole School Literacy Lead

**Reports to:** Head of English and Deputy Headteacher

### Job Purpose

To support the Head of English in the strategic leadership and management of the English department while leading the development and implementation of a coherent, effective whole-school literacy (including oracy) strategy. The postholder will work collaboratively with staff across all departments to improve students' literacy skills, ensuring high standards of teaching, learning and outcomes.

### Key Responsibilities

#### 1. Leadership within the English Department

- Support the Head of English in the leadership and day-to-day management of the department.
- Contribute to the strategic development of the English curriculum across Key Stages.
- Support the monitoring and evaluation of teaching and learning within the department.
- Assist in analysing assessment data to inform teaching strategies and raise student attainment.
- Model outstanding classroom practice and support colleagues in improving their pedagogy.
- Contribute to the development of schemes of work, resources and assessments.
- Support the mentoring and development of Early Career Teachers (ECTs) and other colleagues where appropriate.

#### 2. Teaching and Learning

- Plan and deliver high-quality lessons that engage and challenge students of all abilities.
- Use assessment effectively to monitor progress and inform teaching.

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- Promote high expectations of behaviour, effort and achievement.
- Support the development of effective literacy teaching within English lessons.
- Contribute to intervention strategies to improve outcomes for targeted groups.

### **3. Whole School Literacy Leadership**

- Develop, implement and evaluate a whole-school literacy strategy.
- Promote high standards of reading, writing, speaking and vocabulary development across the curriculum.
- Work with Heads of Department to embed literacy within subject teaching.
- Provide guidance, training and resources to staff on effective literacy strategies.
- Monitor the impact of literacy initiatives and report to senior leadership.
- Support the development of reading culture across the school (e.g., reading programmes, events, and initiatives).
- Lead initiatives aimed at improving literacy outcomes for disadvantaged students and those with lower reading ages.

### **4. Curriculum Development and Innovation**

- Keep up to date with developments in literacy education and English teaching.
- Introduce evidence-informed strategies to improve literacy across the school.
- Contribute to curriculum innovation within the English department.

### **5. Monitoring and Evaluation**

- Support departmental reviews, lesson observations, book scrutinies and work sampling.
- Develop and Track data/appropriate metrics to identify trends and areas for improvement.
- Report on literacy progress to the Senior Leadership Group.

### **6. Wider School Contribution**

- Contribute to the school's pastoral system where required (e.g., form tutor responsibilities).
- Support enrichment activities related to English and literacy (clubs, trips, competitions).
- Participate in whole-school events, open evenings and CPD activities.
- Uphold the school's policies, ethos and commitment to safeguarding.

*This job description is not necessarily a comprehensive definition of the post, and the duties may be varied to meet the changing demands of the school at the discretion of the Headteacher. It will be reviewed once per year and may be subject to modification or amendment at any time, following consultation with the postholder.*

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