

### **Job Description**

<b>Job Title</b>	Literacy and Multilingualism (EAL) Leader
<b>Reports to</b>	TBC
<b>Salary / Grade</b>	MPS/UPS Plus TLR 2c
<b>Date Last Evaluated</b>	January 2023
<b>Core Purpose</b>	To lead strategies developing literacy (including reading, writing and oracy) and the development of Multilingual (EAL) learners across Thomas Deacon Academy (TDA), raising standards and improving outcomes for all students. To support TDA's core purpose: 'To ensure that each student acquires the necessary knowledge, skills and character to make a positive contribution to society and 'thrive' as a global citizen'.

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Provide leadership of Literacy (including reading, writing and oracy) and Multilingualism (English as an Additional Language).</li> <li>• Work within the English Department and Quality of Education team to raise standards of literacy across TDA.</li> <li>• Have oversight and implement strategies and interventions to ensure effective progression of literacy across Key Stage 3, 4 and 5, working with Heads of department, Heads of year and the wider literacy team.</li> <li>• Line manage the Multilingual team and Multilingual Hub to ensure that all multilingual students are supported to read, write and speak with fluency and purpose at all Key Stages.</li> <li>• Develop the use of digital technology and programmes to enhance literacy.</li> <li>• Work collaboratively with the SEND team to ensure all students are supported to read, write and speak with fluency and purpose.</li> </ul>
<b><u>Planning, Progress and Policies</u></b>
<ul style="list-style-type: none"> <li>• Formulate and implement strategy across areas within Key Responsibilities</li> <li>• Work with Senior Leaders, Heads of Department and Heads of Year to implement strategy across areas with Key Responsibilities</li> <li>• Oversee day-to-day management, control and operation of areas within responsibility</li> <li>• Implement Academy policies and procedures within areas of responsibility</li> </ul>
<b><u>Curriculum and Teaching</u></b>
<ul style="list-style-type: none"> <li>• Be responsible for incorporating literacy and support for multilingual learners into curriculum delivery across all subject areas</li> <li>• Develop literacy and support for multilingual learners as part of the TDA Principles of Effective Teaching and Principles of Effective Tutoring</li> <li>• Provide and support effective CPD on literacy and to support multilingual learners</li> </ul>

alongside the academy CPD Plan

### **Staffing**

- Be responsible for the day-to-day management of staff within area of responsibility and act as a positive role model.
- Contribute to the Academy's Continuous Professional Development and ensure that classroom teachers are supported in their continuing professional development
- Undertake Continuous Development reviews and act as a line manager and reviews for those within area of responsibility
- Promote teamwork and motivate staff to ensure effective working relationships
- Work with the Heads of Department and Subject Leaders to deliver high quality provision in reading, writing and oracy within their teams
- Promote and demonstrate the Principles of Effective Teaching and the Principles of Effective Tutoring

### **Quality Assurance and Performance Data**

- Implement relevant Quality Assurance for areas of responsibility in conjunction with leaders
- Ensure Quality Assurance evidence is used to inform the requirements of the AAP (Academy Annual Action Plan) and Self Evaluation
- Produce regular analysis of relevant data linked to areas of responsibility and take appropriate intervention action in response

### **Communications**

- Ensure effective communication and consultation with parents and the community
- Liaise with Trust and partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies and partners as appropriate
- Represent the views and interests of those within the Multilingual team

### **Management of Resources**

- Manage the available resources of staff, finance, space and equipment efficiently within the Academy agreed limits, guidelines and procedures; including deploying relevant budgets.

### **General Responsibilities**

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- Demonstrate a positive commitment to equality and diversity
- Engage with appropriate training opportunities to promote professional effectiveness in this role
- Promote a flexible approach to meet the changing needs of the Trust.
- Ensure the Business Services Team receive adequate support to meet operational objectives.

### **Trust Responsibilities**

In addition to the specific responsibilities of this post, every member of staff at the Trust will commit to:

- Providing a courteous and efficient service at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust
- Working to maintain the Trust at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Trust's operation
- Promote the safeguarding of all learners.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

**Note: Every job description in the organisation will be subject to a review either:**

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**