

CITY OF WOLVERHAMPTON COUNCIL

JOB DESCRIPTION

Job Title:	Literacy and Language Advisory Teacher		
Directorate:	Education		
Service:	School Standards	Grade:	Soulbury 5 - 8

Job Purpose:

- To rigorously hold primary, secondary and special schools to account for outcomes in literacy and also outcomes across all subjects for EAL learners
- To provide advice, support and challenge to schools and settings; ensuring improved outcomes in literacy and also improved outcomes across all subjects for EAL learners
- To support on and deliver training to schools and settings on literacy and language;
- To support the authority in enabling all schools to become good or outstanding;
- To contribute to service and policy development.

Main Duties and Responsibilities:

1. To support primary, secondary and special schools in the raising of achievement of all pupils in literacy and EAL pupils across all subjects
2. To provide accurate and up to date advice and support to primary, secondary and special schools on the most appropriate strategies and pedagogies for improving outcomes in literacy and also outcomes across all subjects for EAL learners
3. To support the development and training of school staff in primary, secondary and special schools around literacy and language development
4. To work with primary, secondary and special schools on the development of a language rich curriculums
5. To monitor, analyse and evaluate the impact of the interventions in supported schools via a range of approaches that meet the needs and LA categorisation of individual schools.
6. To work with School Improvement Advisors to review pupil outcomes, the effectiveness of leadership and the quality of teaching, learning and assessment in relation to literacy and EAL pupils
7. Maintain an up to date knowledge that includes policy and best practice, trends and research in relation to improving literacy outcomes and outcomes of EAL learners across all subjectys
8. To be a point of contact and provide the professional response to queries and advice for schools, settings and providers.
9. To maintain constructive relationships with a broad range of internal and external stakeholders and specifically with education professionals from a wide range of services and disciplines both in and out of the City.
10. Prepare up to date and relevant guidance and training material, for our education settings.
11. Contribute directly to the work of the School Standards Service, as directed by line manager (Citizenship Language and Learning Team Leader).

12. To act in accordance with the Council's Constitution and other Codes of Conduct.
13. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
14. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
15. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
16. To participate in the wider development of the service and contribute to service improvement as required.
17. The City of Wolverhampton Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after".

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PERSONNEL SPECIFICATION

Area	Description
Knowledge:	<ul style="list-style-type: none"> • Have a comprehensive knowledge of the best practice in relation to teaching of literacy and language development
Skills and Abilities:	<ul style="list-style-type: none"> • To provide well referenced, accurate and relevant advice around the teaching of literacy and the development of pupil's language skills. • Deliver high quality training to different schools and settings. • Good organisational skills and able to work under pressure, meet deadlines and prioritise a demanding workload; • High level of inter-personal skills both written and verbal including presentation and group work skills to communicate to a wide range of individuals; • Able to challenge poor practice effectively; • Have problem solving and analytical skills; • Be self-motivated, have personal confidence, leadership and negotiation skills; • Make independent judgements that take into account the views of others but are not unduly influenced by these;
Experience:	<ul style="list-style-type: none"> • A minimum of two years' successful experience working in schools as a Senior Leader with responsibility for literacy • Experience of supporting other schools is desirable. • Experience of cross phase and partnership work is desirable • Experience of improving outcomes of EAL pupils or those with high levels of language deprivation.
Educational:	<ul style="list-style-type: none"> • A degree or equivalent • Qualified Teacher Status • Evidence of commitment to own on-going professional development
Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974. An enhanced DBS check will be required for this post. Any offer of appointment will be conditional upon receipt of a satisfactory Enhanced DBS check and other relevant pre-employment checks. • Two references will be taken up for all shortlisted candidates prior to interview. • Work outside normal hours and outside the Local Authority may be necessary. • Ability to travel efficiently around the city in order to carry out duties;