The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title:**  **Key aims:** | **Leader of Literacy**  **To lead literacy provision across the Academy**  **To enhance experience and enjoyment of literacy and reading** |
| **Reporting to** | **Assistant Headteacher** |
| **Scale** | **TLR 2B (£4,439)** |
| **ROLES AND RESPONSIBILITIES** | |
| **Roles and essential characteristics:**   * Demonstrate a commitment to teamwork and collegiality * Be an highly effective classroom practitioner and undertake an appropriate teaching load (performance should meet or exceed threshold standards) * Demonstrate a commitment to raising pupil attainment and be experienced in teaching English to a high standard at Key Stage 3 and 4 (KS5 desirable) * Be visible and high profile; reinforcing standards of pupil behaviour and the Trust’s core values and ethos (including supervision, duties and assemblies) * Be a professional role model for all staff and pupils; offering leadership, direction and support based upon effective communication and inter-personal skills * Be involved in policy formulation, implementation and review * Be comfortable in a culture which expects them, and others, to have clear performance targets for self and school improvement * Thrive in situations in which they, and other colleagues, learn and develop professionally * Present the Academy to parents and the community in a positive light in order to enhance its already positive image * Have management responsibilities, oversight of the work of other colleagues, and direct responsibility for specific objectives in the School Improvement Plan including carrying out Appraisal reviews * Report regularly to appropriate Local Governing Body committees and/or the Trust Board on specific aspects of the School Improvement Plan. | |

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| **Principal responsibilities:**   * To be responsible to the Assistant Headteacher for all aspects identified within the job description and to carry out the responsibilities of leading Literacy across the Academy * To support and develop good practice with our feeder primary schools * To contribute to Dean Trust wide strategy and practice when appropriate * To develop best practice across the Dean Trust through personal dynamic leadership and active cross-Trust liaison at middle and senior leadership level * To contribute to the development and implementation of the Academy’s Self Evaluation Form (SEF) and School Improvement Plan (SIP) * To prepare reports for the Trust, Senior Leadership Team and the Local Governing Body * To be flexible, working alongside other Academies within The Dean Trust * To be strategic and innovative, using education research to formulate approaches * To be aware that the job description will change and develop as the Academy continues to develop and expand.   **Specific Leader of Literacy responsibilities**:   * **For all pupils to be independent, self-motivated readers** and seek opportunities for pupils to develop their independence and self-discipline * To lead and manage the Academy’s Literacy curriculum at Key Stage 3 ensuring schemes of work and high quality resources are in place * To monitor the quality of provision of Literacy and reading in Form Time – ensuring that the Academy’s standards of Teaching and Learning and Assessment are upheld in these areas * To organise and lead on a programme of promoting Literacy and reading for pleasure to enhance pupils’ experiences * To seek opportunities for all pupils to develop in confidence and to raise their self -esteem through a broadening of reading experience and opportunity * To plan opportunities for Literacy development outside school hours. * To contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the Local Authority * To lead on provision for the Academy’s growing English as an Additional Language (EAL) cohort, proving timely support in both Key Stage 3 and 4 * To advise in the development of strategies to promote high standards of literacy through the content and delivery of the whole school curriculum. * To provide, at both whole school and departmental level, clear guidance on important aspects of Literacy. * To take the lead in training staff on Literacy-related issues and to monitor impact of training provided * To liaise with the SENCO with regard to the provision and co-ordination of literacy intervention strategies as well as the on-going monitoring of their impact on standards of Literacy. * To plan and provide Literacy training for Learning Support Assistants – in liaison with the SENCO. * To plan and monitor additional provision via Literacy Catch-up funding * To liaise with feeder primary schools, the Head of Year 7 and the SENCO with regard to pupils’ entry levels of attainment in Literacy and planning for Transition and early intervention. * To lead and manage the testing of reading ages including analysing and reporting on data collected * To monitor the impact of interventions and initiatives on standards of literacy by: co-ordinating and analysing the relevant data; ensuing that all interventions and initiatives have strategies for monitoring impact; undertaking work sampling and lesson observations * To attend leadership meeting when required * Any other responsibilities commensurate with the post. |

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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style * Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Participate in the Academy’s Appraisal process * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To promote the area of responsibility within the Academy and beyond * To represent the Academy and the Dean Trust at events as appropriate * To support and promote the Dean Trust ethos * To undertake any other duties and responsibilities as required that are covered by the general scope of the post * To undertake any other reasonable duties at the request of the Chief Executive, Academies Director and Headteacher. |

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be updated where appropriate in consultation with the post-holder.

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| **Qualifications, education and training** | **Essential**   * Good Honours Degree * Qualified Teacher Status * Evidence of continuing professional development or further professional study * Subject specialism: English   **Desirable**   * Teaching of English at Key Stage 5 * Specialist Leader of Education (SLE) status |
| **Key skills** | **Essential**   * Variety of teaching experience within the 11-16 age range * Successful and significant contribution to the leadership of curriculum development and innovation within a Academy * Successful contribution to pastoral care and raising standards of behaviour * Experience in monitoring and evaluation using a variety of performance data * Experience of self-evaluation * Understanding of current education issues and developments * Understanding of national curriculum and assessment development (including Progress 8) * Strategies for improving the quality of teaching and learning * Strategies for managing change   **Desirable**   * Experience as a middle leader or departmental responsibility * Experience of working with a variety of external partners |
| **Attributes and qualities** | **Essential**   * Commitment to providing an effective learning environment appropriate to the needs and abilities of all pupils * Commitment to develop partnerships between the Academy and the community including feeder Primary schools * Commitment to working closely with Governors and parents/carers * Initiative (starter/finisher) * High expectations of staff and pupils * Team player * Self-motivated * Resilient * A highly motivated team leader who is approachable and promotes positive relationships * A proven track record as a teacher and leader * Working knowledge of ICT and its management in relation to educational achievement and administration * Excellent organisational skills including ability to prioritise and meet deadlines * Ability to cope with the pressures of a demanding position * Ability to communicate orally and in writing to a wide range of audiences * Ability to set and maintain high standards   **Desirable**   * A wider knowledge of ICT application and management information systems, e.g. SIMS, Literacy Assessment Online |
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