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Principal: Mrs C Stanyer

Job Description

Job Title: Director of Literacy
Responsible to: Director of English / Assistant Principal, Data and Pupil Premium / Assistant Principal, Inclusion & SENCo
Salary: Leadership Pay Range (L1 – L4)

Purpose:

To provide professional leadership and management for the coordination of the strategy relating to literacy across the whole Academy; specifically improved levels of reading, writing, oracy and SPaG.

Key duties and responsibilities:

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner as a result of the demands of the post.

KEY FUNCTIONS

- To plan, produce and coordinate, on behalf of the Academy, a Literacy Development Plan.
- To take responsibility for the development and implementation of the Literacy Development Plan.
- To ensure that support is given to the whole Academy so that a high quality of teaching and learning takes place throughout the literacy curriculum.
- To monitor progress made towards achieving targets and use this information to plan future developments.
- To promote and develop the curricular and extra-curricular activities relating to literacy.
- To lead, organise and coordinate staff initiatives relating to all aspects of literacy across the curriculum including the provision of support and training for staff as required.
- To liaise with the Line Manager regarding the support offered to students, and to provide relevant information to the Senior Leadership Team.

SPECIFIC RESPONSIBILITIES

The main responsibilities of the post are to:

- Make decisions regarding the implementation of Literacy policies across the curriculum.
- Make recommendations to the Senior Leadership Team, Subject Leaders, Year Leaders and classroom teachers regarding literacy programmes and initiatives.

Ormiston Meridian Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- Lead, organise and oversee classroom literacy programmes.
- Oversee literacy resources for staff to use.
- Attend INSET sessions in order to disseminate to staff in the Academy.
- Run Academy INSET workshops as part of ongoing literacy training for staff.
- Run 'Parent Information' sessions and write articles for the Academy newsletter re Literacy.
- Liaise with Subject Leaders to evaluate suitability of resources re the promotion of literacy skills across the curriculum.
- Plan and Work with the Assistant Principal, Inclusion & SENCo in organising a whole Academy reading programme to improve reading levels for all students.
- Work with teachers to plan, monitor and resource literacy programmes.
- Establish, monitor and review strategies to assist students and teachers in the implementation of the literacy programmes.
- Meet regularly with teachers to plan and monitor literacy needs.
- Assist in the monitoring of educational progress of all students in regard to literacy skills and programmes.
- To lead, plan and coordinate all extra-curricular activities that have an impact on literacy skills e.g., public speaking competition, book weeks, readathon, etc.
- To plan, organise and lead activities that improve the profile of literacy in the Academy.
- May involve the line management of other colleagues.

Academy Culture

- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the academy.
- To help develop an academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the academy's community.
- To actively promote the academy at all times.
- To contribute to discussions at meetings.
- To be active in issues of student welfare and support.

Other

- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.
- To undertake the main professional duties of a teacher as set out in the academy's pay and conditions of service document.
- To uphold all academy policies with consistency and diligence.

Performance management

- Participating in the academy's arrangements for performance management, professional development and the academy's arrangements for quality assurance and internal verification.