

**Job Description**

**Literacy Coordinator**

**PURPOSE OF THE JOB**

To provide professional leadership and management for the coordination of all activities relating to literacy across the school's curriculum; resulting in improved levels of reading, writing and oracy.

**KEY FUNCTIONS**

- To research, plan, and coordinate a whole school Literacy Plan.
- To take responsibility for the implementation and continued development of the whole school plan for literacy.
- To ensure that support is given to the whole school so that high quality literacy teaching and learning takes place across the curriculum.
- To promote and develop the curricular and wider-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 work with the middle leadership team to monitor the effectiveness of the whole school literacy plan.

**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.
- Lead, organise and oversee classroom literacy practice
- Oversee literacy resources for staff to use.
- Attend appropriate training opportunities (such as the NPQLL) and disseminate your learning to staff in the school.
- Run school INSET workshops as part of ongoing training for staff.
- Run Parent Information sessions and write articles for school newsletter re Literacy.
- Liaise with Subject Leaders to evaluate suitability of resources re promotion of literacy skills across the curriculum.
- Work with the SENDCO and School Librarian to continue the development of the whole school reading programme to improve reading levels for all pupils.
- Establish, monitor and review strategies to assist students and teachers in the implementation of the whole school literacy plan.
- Assist in the monitoring of educational progress of all students regarding literacy skills
- To lead, plan and/or coordinate all extra-curricular activities that have an impact on literacy skills e.g., public speaking competitions, book weeks, readathon etc.
- To plan, organise and lead activities that improve the profile of literacy in the school.