

**YSGOL BRYN ALYN**

**HEAD OF LITERACY**

**JOB DESCRITPION**

**The role:**

We are looking to appoint an enthusiastic, committed and reflective practitioner as Head of Literacy and English teacher from September 2021. We are looking for a teacher who shares the vision and ethos of the school and who wants to have a positive impact on the life of every student they teach.

The role will involve developing students’ vocabulary, oracy skills and reading, as well as embedding a reading culture throughout the curriculum and across the school.

**Head of Literacy Specification:**

* To lead on raising literacy levels across the school at both KS3 and KS4 to further aid Ysgol Bryn Alyn’s journey towards excellence in line with the school’s SIP and the English department’s action plan.
* To take responsibility for the development, implementation and review of the whole school policy for Literacy in consultation with a range of stakeholders.
* To monitor, map and evaluate the teaching and learning of literacy at Ysgol Bryn Alyn. Use this analysis to identify effective practice and areas for improvement and, in conjunction with the leadership team, take action to further improve the quality of literacy across the school.
* To effectively monitor and assess pupil’s attainment in literacy in order to assess what progress is being made and to co-ordinate future interventions.
* To be responsible for the implementation, coordination, tracking and impact of all areas of literacy intervention within the school.
* To organise and implement the whole school National tests in Literacy and provide SLT and Governors with a summary of outcomes.
* To work with colleagues to enhance their practice in terms of supporting the development of students’ literacy through preparing suitable resources, teaching techniques via coaching/mentoring, sharing new initiatives and providing advice across all curriculum areas.
* To determine the impact of literacy strategies introduced and to be accountable for this impact.
* To model best practice in the development of students’ literacy as a teacher of English.
* To research best practice and lead professional development of teaching staff and teaching assistants through example, support and liaison with the leadership team so that outcomes improve.
* Ensure trainee, newly qualified and staff new to the school receive appropriate support for the teaching and learning of literacy.
* To collaborate with feeder primaries to ensure that there is a smooth literacy transition from KS2 into KS3.
* To contribute towards the whole school SIP, the English department action plan, reports and Governor updates.
* To work effectively with external agencies to offer high quality interventions linked to literacy and/or reading and to organise events to develop and celebrate Language and Literacy.
* To perform any other reasonable duties, as may from time to time arise, at the request of your Line Manager, SLT or the Head teacher.

**English Teacher Specification:**

* To develop, plan and deliver effective and high quality learning experiences for all students you teach.
* To maintain a secure knowledge of your subject and related pedagogy and to have a knowledge and understanding of a wide range of teaching strategies.
* To demonstrate the ability to manage the learning of individuals, groups and whole classes whilst maintaining good class discipline.
* To implement the school’s rewards systems and sanctions.
* To be accountable for the learning outcomes and achievement of all the students you teach.
* To at all times safeguard the students’ well-being and follow all child- protection/safe-guarding policies rigorously.
* To take part in performance management and to be responsible for your own professional development.
* To have high expectations of all learners to ensure they achieve their full academic potential, establishing supportive and constructive relationships with them.
* To establish a safe, stimulating, well-organised and purposeful classroom environment in which display is used to support learning,
* To evaluate the impact of your teaching and feedback to students on their progress, attainment and attitude, modifying your planning and practice when necessary.
* To ensure the effective development of students’ literacy, numeracy and ICT skills.
* To make effective use of a range of assessment, monitoring and recording strategies to assess the learning needs of your students and to set challenging learning objectives and plan future teaching.
* To mark and monitor students’ class and homework to provide constructive and timely feedback and opportunities for students to reflect on their attainment, progress and areas for development.
* To have a good knowledge of assessment requirements for public examinations and qualifications within your subject area.
* To act as a form tutor supporting the academic and pastoral needs of each student.
* To attend, as required, calendared meetings and completion on time of all documentation required for the effective management of the school.
* To communicate effectively with students, colleagues, parents and carers to support the well-being of students and the raising of students’ levels of attainment.

**This job description will be updated on a regular basis in consultation with the post holder**