



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

## **Teacher of English with whole school responsibility for Literacy– Job Description**

**Aim:** To work with SLT lead to ensure that everyday practices throughout the school facilitate the rapid, extensive, and sustained development of students' literacy and oracy.

### **Job Description**

To coordinate work across departments and year teams to raise the profile of literacy throughout the school and to drive up standards of reading, writing and oracy.

To engage, support and enthuse teachers across the school in using materials and strategies, which lead to further development of teaching and facilitates improvement of literacy.

To liaise across departments to deliver a coordinated and consistent approach to literacy through the curriculum, ensuring that schemes of learning include explicit reference to the skills or strategies to be used, taught or reinforced.

To monitor and evaluate the effectiveness of literacy and oracy provision across departments and year teams, through literacy and oracy focused learning walks, students reviews and book looks.

To co-ordinate, implement and monitor whole school literacy initiatives and interventions, such as Accelerated Reader and transitions projects across KS2 & KS4.

To review, plan and deliver staff training in literacy and oracy related matters, including an involvement in the professional development of NQTs and School Direct students.

To research innovations and best practice in the context of literacy and oracy and maintain links with external membership organisations, in order to inform own practice and that of colleagues.

To co-ordinate and support the delivery of a range of enrichment opportunities connected to literacy.

To engage parents and guardians in the support and development of students' literacy and oracy skills.

Maintain the whole school literacy and oracy pages of the website.



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## **Equal opportunities statement**

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

## **Child protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

## **Commensurate statement**

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

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Signed

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**Postholder (PRINT NAME & SIGN)**

Date \_\_\_\_\_

Signed

\_\_\_\_\_

**Headteacher**

Date \_\_\_\_\_