

POST TITLE: Lead for Literacy

POST RESPONSIBLE TO: Assistant Principal

APPLICATION CLOSING DATE: Wednesday 14th May 2025

INTERVIEWS: Thursday 22nd May 2025

ALLOWANCE: TMS/UPS and allowance of TLR 2B

START DATE: 1st September 2025

Core Purpose

- To support students' learning and well-being, particularly their reading and literacy, working directly with the Head of English and other experienced teaching professionals.
- To oversee the running and implementation of the whole school literacy programme.

Main duties and responsibilities

- Support teaching and learning activities for particular students, modifying and adapting activities as necessary
- Assess, record and report on literacy development, reading progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning in order to raise their overall reading and literacy levels
- Raise the profile of literacy within the academy
- Oversee the implementation of any bespoke literacy/reading programme
- Develop plans to encourage reading and where appropriate targeting varying groups.
- Catalogue library resources and index learning materials using agreed protocols.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff and reinforcing these skills where appropriate.
- Train staff as appropriate to facilitate the Reading Plus programme
- Monitor and analyse student progress through data reports and reading plus performance information
- Promoting reading and the enjoyment of reading in all its forms.
- Promoting and publicising the services provided by the Library to the whole school community
- Developing reading mentors and student librarians

Academy-based responsibilities

- To support and actively promote the vision, ethos and policies of the Academy and promote high levels of achievement.
- To contribute to improving the attitudes and behaviour of students and to use the whole school behaviour policy in setting high standards and expectations for students.

Department-based responsibilities

- To lead, develop and support a productive, positive and effective team of staff which encourages openness, shared and delegated decision-making and a sense of common purpose.
- To ensure curriculum coverage, continuity and progression for all students and raise standards of attainment across the full age and ability range.
- To establish clear policies and practices for assessing, recording and reporting on pupil achievement and to ensure methods are standardised across the department.
- To provide all teachers with support, challenge, information and motivation to secure consistent improvement in literacy through individual quality development plans.
- To ensure that the aims of the Literacy schemes of learning and the knowledge, skills and attitudes to be imparted to students and staff and they are in keeping with the general aims of the Academy.
- To play an active part in ensuring that all students are working to their potential and achieving improved standards.
- To communicate effectively and efficiently within the department and other Faculty areas in the Academy.
- Run effective meetings for the staff, ensuring the provision of agendas and minutes.
- To consider the annual budget, to monitor expenditure and be aware of the resource needs of the Literacy programme.

Teacher-based responsibilities

- Teaching, according to their educational needs, the students assigned to you, including the setting and marking of creative works.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Communicating and consulting with the parents/guardians of students.
- Communicating and cooperating with persons or bodies outside the Academy.
- Maintaining good relationships with the students and excellent behaviour for learning, safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.