

## WALBOTTLE CAMPUS

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| <b>DIRECTORATE:</b>     | Education and Libraries  |
| <b>SCHOOL:</b>          | Walbottle Campus   |
| <b>POST TITLE:</b>      | <b>Literacy Coordinator</b>  |
| <b>SCALE:</b>           | <b>TLR 2a</b>  |
| <b>RESPONSIBLE TO:</b>  | Director of English/Literacy   |
| <b>RESPONSIBLE FOR:</b> | <p>Coordination of literacy initiatives across the whole school under the direction and guidance of the Director of English/Literacy:</p> <ul style="list-style-type: none"> <li>• Leading learning: - monitoring the use of data and assessment strategies to measure student progress in literacy across whole school.</li> <li>• Leading teaching: - supporting and developing the teaching practices of others through incorporating literacy across whole school.</li> <li>• Leading curriculum development: - to work with the Director of English/Literacy and Heads of Department to enable reviewing, planning and implementing literacy across whole school.</li> <li>• Leading staff: - support and coach other staff within the English Department and across whole school.</li> </ul> |
| <b>MAIN DUTIES:</b>     | The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.  |

### Key responsibilities:

#### Leading learning:

- To monitor the quality of literacy [whole school] to identify good practice and to identify areas for development.
- To research and disseminate effective strategies to promote literacy [whole school] and to monitor their effectiveness.
- To work with the Director of English/Literacy to ensure a consistent approach to whole school literacy strategies.
- To support the development of a whole school ethos of high expectation and achievement that reflects whole school literacy policy and principles.
- To use data to inform whole school literacy progress and targets.
- To support and develop the implementation of whole school literacy policies.
- To support the department's response to Inclusion to ensure that literacy learning is inclusive and takes account of the individual needs of all students, ranging from those with learning difficulties to those with special talents.

**Leading teaching:**

- To maintain high levels of personal subject expertise and national literacy strategies and to act as a model practitioner, CPD deliverer and networker in order to identify and share good practice.
- To lead staff in the use of a wide range of approaches to literacy within teaching of all subject areas.

**Leading curriculum development:**

- To be an advocate for English and Literacy and to play a key role in designing and delivering strategies for the development of literacy [whole school].
- To maintain a continuous quest to seek improvement through literacy design and delivery and to prepare and lead staff through any changes that occur.
- To lead literacy development and delivery for specific aspects of learning (as determined by the Director of English/Literacy).
- To take responsibility for the input into whole school activities and enrichment events.

**Leading staff:**

- To support and coach staff in the techniques of literacy in order to help develop active learners who are able to take responsibility for their own learning and raise the level of achievement within English and across school.
- To support new staff, including ITT students, to become happy, valued and valuable members of the department.
- To manage the Performance Management process as required.
- To direct other staff, including learning support assistants as appropriate.
- To support the Director of English/Literacy in monitoring the consistent application of whole school policies by staff.

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January 2012