



WHOLE COLLEGE LITERACY CO-ORDINATOR

RESPONSIBLE FOR –

No line management of staff.

PURPOSE OF THE JOB –

To provide professional leadership and management for the co-ordination of all activities relating to literacy across the whole college; specifically, improved levels of reading, writing and speaking.

FUNCTIONS AND DUTIES –

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher – job description attached. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner as a result of the demands of the post.

PARTICULAR DUTIES - Under the overall direction of the Assistant Principal Teaching & Learning.

KEY FUNCTIONS –

- To plan, produce and co-ordinate, on behalf of the college, a Literacy Plan.
- To take responsibility for the development and implementation of the whole college plan for literacy.
- To ensure that support is given to the whole college so that a high quality of teaching and learning takes place throughout the curriculum.
- To monitor progress made towards achieving targets and use this information to plan future developments.
- To promote and develop the curricular and extra-curricular activities relating to literacy.
- To lead, organise and co-ordinate staff initiatives relating to all aspects of literacy across the curriculum including the provision of support and training for staff as required.
- To liaise with line manager regarding the support offered to students; and to provide relevant information to the senior leadership team.

SPECIFIC RESPONSIBILITIES –

The main responsibilities of the post are to:-

- Drive the implementation of literacy across the pastoral and academic curriculums.
- Close the literacy gap between our disadvantaged and non-disadvantaged students.
- Make decisions regarding the implementation of literacy policies across the curriculum.
- Make recommendations to the senior leadership team, heads of faculty, house pastoral/year leaders and classroom teachers regarding literacy programmes and initiatives.
- Lead, organise and oversee classroom literacy programmes to impact on all strands of literacy.
- Oversee literacy resources for staff to use.
- Attend appropriate INSET in order to disseminate to staff in the college.
- Run college INSET workshops as part of ongoing training for staff.
- Run parent information sessions and write articles for college newsletter re. literacy.
- Liaise with subject leaders to evaluate suitability of resources re. promotion of literacy skills across the curriculum.
- Plan and work with the SENDCO/Librarian/HOF communications in organising a whole college reading programme to improve reading levels for all students.
- Work with teachers to plan, monitor and resource literacy programmes.
- Lead literacy through the tutor programme.
- Establish, monitor and review strategies to assist students and teachers in the implementation of the literacy programmes.
- Meet regularly with teachers to plan and monitor literacy needs.
- Assist in the monitoring of educational progress of all students in regard to literacy skills and programmes.
- To lead, plan and co-ordinate all extra-curricular activities that have an impact on literacy skills eg. public speaking competition, book weeks, readathon etc.
- To plan, organise and lead activities that improve the profile of literacy in the college.

Other Professional Requirements –

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the students through personal presentation, professional conduct.

- Support and carry out policies and practices to promote positive student behaviour and support the Ready to Learn expectations.
- Take responsibility for personal professional development, including knowledge of college policies and procedures.
- Liaise effectively and sensitively with students and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Principal may reasonably direct.

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Principal/Assistant Principal in consultation with the post holder.