

Blessed Hugh Faringdon Catholic School
JOB DESCRIPTION

POST HELD

Literacy Coordinator

RESPONSIBLE FOR

No line management of staff

PURPOSE OF THE JOB

- To provide professional leadership and management for the coordination of all activities relating to literacy across the whole school; 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. 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 Headteacher.

KEY FUNCTIONS

- To plan, produce and coordinate, on behalf of the school, a Literacy Plan.
- To take responsibility for the development and implementation of the whole school plan for literacy.
- To ensure that support is given to the whole school so that a high quality of teaching and learning takes place throughout the curriculum.
- 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 coordinate 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 pupils; and to provide relevant information to the Senior Leadership Team.

SPECIFIC RESPONSIBILITIES

The main responsibilities of the post are to

- Make decisions regarding the implementation of Literacy policies across the curriculum.

- Make recommendations to the Senior Leadership Team, Subject Leaders, Year Leaders and classroom teachers regarding literacy programmes and initiatives.
- Lead, organise and oversee classroom literacy programmes.
- Oversee literacy resources for staff to use.
- Attend appropriate INSET in order to disseminate to staff in the school.
- Run school INSET workshops as part of ongoing training for staff.
- Run Parent Information sessions and write articles for school 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/Literacy Teacher in organising a whole school reading programme to improve reading levels for all pupils.
- Work with teachers to plan, monitor and resource literacy programmes.
- Establish, monitor and review strategies to assist pupils 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 coordinate all extra-curricular activities that have an impact on literacy skills eg public speaking competition, book weeks, readathon etc.
- To plan, organize and lead activities that improve the profile of literacy in the school.

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the pupils through personal presentation, professional conduct.
- Support and carry out policies and practices to promote positive pupil behaviour and support the “Behaviour for Learning” programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with pupils and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headteacher 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 Headteacher/Assistant Headteacher in consultation with the postholder.

This post is subject to Level 1 Health and Safety Training