



Ladybridge High School

Job Description

Whole School Literacy Lead

Core Purpose of the Role

- To work collaboratively with all curriculum areas to implement strategies to improve learners' literacy skills and to increase the breadth and depth of learners' vocabulary.
- To ensure all subject areas build literacy development into their curriculum.
- To determine the impact of the literacy strategies introduced and to be accountable for this impact.
- To research best practice and network with other schools to bring the most effective literacy strategies to Ladybridge.
- To carry out the day to day duties of an English Teacher, on an exemplary basis, in line with the School Teachers' Pay and Conditions Documents, and Teachers' Standards.
- To model best practice in the development of learners' vocabulary and literacy skills.

Research

- To act as whole school research lead for literacy ensuring that approaches used at Ladybridge are 'evidence informed'.
- Engage in reading and research that helps Ladybridge to be aware of the most effective literacy strategies.
- Network with external colleagues locally, nationally and internationally to find the most accurate and powerful evidenced informed practice.

Whole School Literacy

- Communicate a clear vision for whole school literacy to all stakeholders.
- Plan, implement and evaluate a coherent, thoughtful and effective whole school literacy strategy, based on reading, research, personal experience and through evaluation of the school's current position.
- Ensure that literacy strategies are aimed at improving a range of aspects of literacy including reading age scores, learners' comprehension skills, ability to make inference and the depth and breadth of learners' vocabulary.
- Ensure each subject area has a deliberate strategy that aligns with the specific nature of their subject discipline.

- Plan and deliver high quality training sessions for staff, evaluating and building on impact.
- To create a sense of enthusiasm, excitement and collaboration across the school around the development of literacy.
- Provide support and challenge to non-specialist teachers of literacy across the school.
- Support in the literacy development of all teachers.
- Plan and engage in monitoring activities to ensure that the introduced strategies are having impact.
- Use the information from monitoring activities to evaluate the impact of literacy strategies and to help determine the next steps of action.
- Develop resources to support literacy development of both staff and learners.
- Model best practice for others through written communication, including accurate spelling, punctuation and grammar.
- Promote and support the use of the Library across the school.
- Attend literacy networking events and access networks both locally and beyond in order to improve the school's current practice.
- Promote the school's work around literacy and vocabulary both internally and externally.

Teaching & Learning (English Department)

- Work with members of the English team to ensure that literacy strategies are developed within English that can be shared with the wider school.
- Contribute to the strategic and creative vision for Teaching and Learning in the English Department.
- Support in the planning, development and successful implementation of a coherent and engaging curriculum, sourcing and creating appropriate and challenging resources to support effective Teaching and Learning.
- Plan and teach high quality lessons; model successful literacy strategies for other staff.
- The Whole School Literacy Lead will achieve strong academic outcomes with their own classes as the result of high-quality teaching.

Catch Up Literacy

- Lead the literacy component of the Key Stage Three catch up programme, ensuring that vocabulary and literacy development are intelligently built into the curriculum.
- Collaborate with relevant staff to ensure that the catch-up programme is effective at improving learners' literacy levels across a range of indicators (see the section above on 'Whole School Literacy').
- Support the catch-up programme with ideas, resources and teaching expertise.
- Be accountable for the effectiveness of the literacy aspect of Key Stage Three catch up.
- Support the literacy-based elements of Key Stage Four Alternative Provision.

New To English (NTE)

- Work in collaboration with others to plan and implement a coherent strategy for helping young people who are New To English (NTE), building their understanding of the English language.
- Support subject areas in the most effective strategies to use with learners who are NTE.

Safeguarding all learners

The post holder is expected to work within the school's rigorous Safeguarding procedures.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.