

Penn Fields School

JOB DESCRIPTION

LITERACY CO-ORDINATOR

Core purpose

- Ensure the design and delivery of a literacy curriculum that meets the needs of pupils with a wide range of Special Educational Needs.
- To be accountable for the standards of teaching and learning and pupil progress in Literacy throughout the school.
- To lead, manage, teach and develop an appropriate Literacy curriculum throughout the school, liaising with the key stage 1 literacy leader.
- To manage a team ensuring best practice across identified areas of the literacy curriculum.
- To develop the use of ICT to support and enhance teaching and learning.
- To exercise professional skills and judgement.
- To impact on the educational progress of all pupils in the school.
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants.

Strategic development

- Take responsibility for the development and implementation of an appropriate whole school policy for Literacy.
- Use national, local and school management data to monitor standards of achievement across the school in Literacy.
- Monitor the progress made towards achieving targets and use data to inform future developments.
- Collaborate with staff on short, medium and long term planning to develop Literacy in relation to:
 - Resources
 - Continuous professional development of staff
 - Aims of the school, including its policies and practices
 - Challenging targets for improvement
 - Manage and develop strategic development across appropriately identified key areas of the literacy curriculum

Teaching and learning

- Plan and monitor coverage, continuity and progression in literacy throughout the school.
- Ensure that teachers are clear about learning objectives, understand the sequence of teaching and learning in all subjects and communicate this to Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Ensure that learning is personalised through good use of assessment data and good assessment practice including focussed work for all ability levels.

- Evaluate the teaching and learning of Literacy in the school through monitoring activities including:
 - Lesson observations
 - Moderation of work
 - Work and planning scrutiny
 - Analysis of results and assessment data
 - Planning meetings
 - Leading staff meetings and training
- Use this analysis to identify effective practice and areas for improvement and, in conjunction with the leadership team, take action to further improve the quality of teaching and learning for literacy across the school.
- Manage teaching and learning across the literacy curriculum.

Leading and Managing Staff

- Lead the professional development of teaching staff and teaching assistants through example, support and liaise with the leadership team.
- Ensure trainee, newly qualified and staff new to the school receive appropriate support for teaching and learning in literacy.
- Lead a team of staff and be involved in the appraisal of teaching and support staff.

Effective and efficient deployment of staff and resources

- Establish resource and staff requirements for Literacy and inform the head teacher and governing body of developments priorities and budgetary requirements.
- Distribute resources to fully meet the objectives of the school.
- Ensure the effective and efficient management of learning resources for Literacy – including liaising with the member of staff in charge of the school library.
- Ensure a stimulating and safe learning environment.

Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and other subject leaders to develop cross curricular links and creative approaches to learning.
- Establish effective relationships and communications with parents and inform them of developments and practices relating to the teaching and learning of Literacy.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for one's own professional development.
- Play a full part in the life of the school community, to support its distinctive mission statement and ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty as reasonably specified by Head teacher not mentioned in the above.