

**Carr Hill High School**  
**Whole School Literacy Lead**

<b>Grade</b>	MPS/UPS + TLR 2.3
<b>Directly Responsible to</b>	Assistant Headteacher for Teaching & Learning
<b>Working time</b>	Full time with teaching commitment appropriate to role (37 teaching periods)
<b>Specific Purpose/Tasks</b>	<p>To support, monitor and lead on developments in school to improve literacy skills including vocabulary, reading and oracy in order to achieve</p> <ul style="list-style-type: none"> <li>- greater access to the curriculum</li> <li>- a love of learning</li> <li>- higher levels of student confidence</li> </ul>
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead on whole school professional development on improving vocabulary acquisition and understanding, reading and oracy skills.</li> <li>• To lead on the development and implementation of reading intervention programmes to allow students to raise their reading age in line with chronological expectations as far as possible</li> <li>• To promote reading across the school both by faculties in lessons and by students individually</li> <li>• To share good practise with and between faculties</li> <li>• Through learning walks and participation in whole school QA to collaborate with the AHT for Teaching and learning and ensure any bespoke support where identified</li> <li>• To deliver input on literacy to ITT and ECT programmes in school</li> <li>• To build on links with local schools to share best practise and engage in networking</li> <li>• To prepare reports on the development of whole school literacy for Governors and external audiences eg Ofsted</li> </ul>
<b>Communications</b>	<p>To support effective communication in school</p> <ul style="list-style-type: none"> <li>• By communicating strategies clearly and effectively at all levels</li> <li>• By liaising with other staff, parents, students, and governors in a professional and positive manner</li> <li>• By attending Open Days/Options Evenings and other events where required</li> </ul>
<b>Staffing/ Staff Development/ Recruitment Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• Undertaking Appraisal of designated teaching and support staff in accordance with whole-school procedures and Standards</li> <li>• Coaching and mentoring subject teachers and support staff where appropriate</li> <li>• Promoting teamwork and motivating staff to ensure effective working relations, including the maintenance and development of a positive working ethos, and by acting as a positive role model to other staff</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Undertaking literacy learning walks across the school</li> <li>• Assisting the AHT T&amp;L in QA processes with a focus on literacy</li> </ul>

<b>Pastoral System/Inclusion</b>	<ul style="list-style-type: none"> <li>• To act as a Mentor and to carry out the duties associated with that role as outlined in the generic job description.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, to the relevant Standards.</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To engage actively in the Appraisal process.</li> <li>• To undertake any other duty as specified by STPRB not mentioned in the above</li> <li>• To play a full part in the life of the school community and to support its distinctive ethos and to encourage other staff and pupils to be fully engaged</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Colleagues will be expected to comply with any reasonable request from the Headteacher or his representative to undertake work of a similar level that is not specified in this job description</li> </ul>
<b>Signatures</b>	<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.</p> <p><b>Signed</b> ..... (Teacher)    <b>Signed</b> ..... (Headteacher</p> <p><b>Dated</b> ..... (Teacher)    <b>Dated</b> ..... (Headteacher)</p>