



THE ADEYFIELD ACADEMY

JOB DESCRIPTION

Literacy Lead

Line Manager: Assistant Principal

The role

Ofsted states that, *“Literacy includes the key skills of reading, writing and oral communication that enable pupils to access different areas of the curriculum”*. A literacy leader is the person who makes this happen. You will be instrumental in our mission to provide every student with a great education and real choices in life, regardless of their background. The role requires the individual to be an exceptional champion of the school's word-rich strategy, developing reading, writing vocabulary and oracy. As well as a model of best practice in this area, you will work with the English department in order to lead the development and improvement of literacy and oracy across the school. You will also work with all staff to provide opportunities to develop their ability to improve students' literacy and oracy across the school.

Job Purpose

- strategic planning to lead to coordinate, monitor and evaluate the word rich strategy across the school
- analysis of data and evidence to identify areas of improvement and implement and monitor improvements required.
- observing and developing practice in teaching and learning
- delivering high quality CPD to staff at all levels to improve expertise and raise standards of literacy teaching
- Coordinating and leading interventions **for key groups of students, liaising closely with the English and Inclusion Teams**

Leadership and management responsibilities

- Develop the word-rich strategy which improves literacy across the School removing barriers to achievement for those affected by poor literacy skills and prepares students for the demands of beginning to study GCSEs
- Devise a literacy and oracy development plan and implementing this, ensuring staff are challenged to improve all student outcomes at key stage 3 and close gaps
- Use research-based evidence to contribute to the leadership of ongoing innovative literacy and oracy approaches across the School that improve all student outcomes at key stage 3 and close gaps
- Be up to date with the latest national and local literacy/oracy developments and cascade these effectively to staff
- To be a model of best practice and contribute to whole School literacy and oracy CPD for staff
- To support and challenge Subject Leaders to support their staff to embed literacy and oracy strategies in all key stage 3 lessons
- Develop effective external relationships with community and other stakeholders, including Year 6 primary colleagues, in order to support our students' transition to The Adeyfield Academy
- To support the literacy element of Recovery Funding and Pupil Premium Grant and devise, implement and embed an appropriate strategy, monitoring and evaluating its effectiveness
- Facilitate projects, programmes or systems as directed by the Principal or Senior Leaders

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in their job description.

This job description is subject to regular review to meet the needs of the school.