



Job Description

JOB TITLE	Academy Lead for Reading and Literacy, with English Specialism
PHASE	Secondary
REPORTING TO	SLT

Job Purpose

To provide professional leadership and management of all activities relating to literacy across the whole school. To oversee appropriate interventions to support students to develop their literacy, and to track the impact of these. To work with all academic departments to promote and embed literacy and reading throughout the curriculum.

Duties and Responsibilities

General duties

- Strategically lead the school improvement plan on whole school literacy and reading.
- Work alongside curriculum leaders to ensure literacy is taught in all subjects.
- Provide training to develop disciplinary literacy.
- Coordinate the assessment of reading ages across the school.
- Analyse and evaluate reading age data, ensuring interventions are in place to support pupils at various stages of reading.
- Develop whole school strategies to support pupils with the most significant literacy barriers.
- Plan, implement and monitor the teaching of targeted literacy interventions. Train staff to ensure targeted literacy interventions address the specific needs of our school community.
- Oversight of the Accelerated Reader and Lucid programme.
- Plan, implement and monitor a range of strategies to promote a love of reading across the school community.
- Deliver reading sessions to pupils across the school that focus on reading for pleasure.
- Plan, implement and monitor a peer reading strategy across the school.
- Create opportunities for staff and pupils to read together for pleasure.
- Use quality assurance methods to ensure all work associated with the role has the desired impact.



Essential Personal Attributes

A commitment to raising standards and forming positive relationships with students and staff is essential, along with an attention to detail and an ability to communicate suitably with colleagues at all levels.

Other Areas of Responsibility at The Victory Academy

Professional Responsibilities

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

Teaching

- In each case having regard to the curriculum for the Academy and with a view to promoting the development of the abilities, aptitudes and well-being of the students in any class or group assigned to you.
- To plan and prepare lessons according to the Department's agreed schemes of work.
- To teach a range of classes in Years 7 - 13 according to their educational needs.
- To mark work carried out by students in Academy or elsewhere.
- To assess, record and report on the development, progress and attainment of students in keeping with the Department and whole Academy Assessment, Recording and Reporting policies. This may include oral and written assessment and references relating to individual students or groups of students.
- To fulfil the Academy homework policy.

Examinations

- To participate in arrangements for preparing students for public and internal examinations and in assessing students for the purposes of such examinations and recording and reporting such assessments.
- To ensure all students are entered for appropriate examinations (both external and internal) in conjunction with your Head of Department and the examinations officer.
- To ensure all examination data is available and collated from staff and the examinations officer in a clear and coherent style for the use of analysis by the Head of Department, Head of Year, SLT and the Governing Body.

Administration

- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the Academy.
- To attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.



Relationships

- You will work closely with other members of your Department, your Head of Department, the Senior Leadership Team, SENCO, Heads of Year and with all other members of your respective teams, i.e. Year and duty teams.
- Keep parents and carers well informed about their child's achievements/progress and targets for further improvement if in need of Department intervention.
- You will also work with officers of external agencies directly involved in the guidance and welfare of your Year Groups.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Holcombe Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



I understand and agree to the job description of a Academy Lead for Reading and Literacy, with English Specialism.

Name:

Signed:

Date: