



JOB DESCRIPTION

Position Title	Literacy Lead K2 to Grade 5
Department	General Studies
Job Title	Literacy Lead
Position Status	Full Time

Summary of Responsibilities

Job Purpose:

- To be accountable for the standards of teaching and learning and pupil progress in Literacy from K2 to Grade 5.
- This role is part of the Senior Leadership Team

MAIN DUTIES

- To lead, manage and develop Literacy throughout the school.
- To engage in classroom teaching.
- To manage a team ensuring best practice across identified areas of the 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 the whole school policy for Literacy.

- Use international, local and school management data to monitor standards of achievement across the school in Literacy.
- Monitor the progress made towards achieving targets and use this information to plan future developments.
- Collaborate with staff on short, medium and long-term planning to develop Literacy in relation to:
 - a) Resources
 - b) Continuous professional development of staff
 - c) Aims of the school, including its policies and practices
 - d) Challenging targets for improvement
 - e) Manage strategic development across identified areas of the 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 children.



- 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.
- Evaluate the teaching and learning of Literacy in the school through monitoring activities including:
 - a) Lesson observations
 - b) Work and planning scrutiny
 - c) Pupil discussions
- Analysis of results and assessment data
- Attending planning meetings
- Leading staff training
- Informal discussions
- 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 across the school.
- Manage teaching and learning across identified areas of the curriculum.

Leading and Managing Staff

- Lead professional development of teaching staff and teaching assistants through example, support and liaison with the leadership team.
- Ensure trainee, newly qualified and staff new to the school receive appropriate support for teaching and learning.

Lead a team of staff

- Effective and efficient deployment of staff and resources
- Establish resource and staff requirements for Literacy and inform the head teacher of costs and priorities.
- Distribute resources to meet the objectives of the school.
- Ensure the effective and efficient management of learning resources for Literacy – including the school library.
- Ensure a stimulating but safe learning environment in which risks are regularly assessed.

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 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.
- Be aware of the need to take responsibility for your own professional development.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty as specified by Principal not mentioned in the above.



Other Specific Duties:

- Any other duties as required by the Principal

Person Specification – Literacy Co-ordinator

Person Specification for Literacy Coordinator

A. Qualifications and Experience

- Qualified Teacher Status (QTS)
- Degree, or equivalent, in specialist subject or a related subject
- A track record of Good or Outstanding teaching
- At least 5 years' experience
- Evidence of appropriate in-service training
- Familiarity with International education

B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the ethos and values contained in the SMM ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- Experience of leading whole school initiatives
- High levels of communication skills both oral, written and in ICT
- Experience of leading effective teams, using a range of management styles as appropriate

C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resource