



The Avon Valley School and Performing Arts College

Job Description Job Title: Literacy Co-ordinator

Accountable to:	Assistant Headteacher i/c T and L	Line Managing:	N/A
Post type:	Permanent	Salary/Grade:	TLR 2a -£3,390
Liaising with:	Faculty Leaders, Senco		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Broad Description

- Work with school leaders to develop, implement and evaluate a strategic vision for literacy at The Avon Valley School
- Help to secure the objectives in the Strategic Improvement and Development Plan that relate to literacy and reading
- Lead the implementation of the Literacy Strategy, communicating effectively with others, monitoring its effectiveness and taking action to ensure its impact
- Raise the profile of literacy amongst staff and students, and be a champion for reading across the community
- Lead the implementation of initiatives to raise the profile of whole-school reading, and monitor their success
- Liaise with the school librarian with regard to initiatives to engage students in reading
- Communicate effectively with subject leaders in other curriculum areas to identify and promote effective shared approaches to literacy and the teaching of key vocabulary
- Have high expectations and commit to raising students' educational achievement
- Seek and use opportunities to work collaboratively with colleagues to raise standards by sharing effective practice
- Liaise with the SENCO to ensure that the identification of and provision for students with individual needs is in place
- Work with the AH i/c Teaching and Learning to co-ordinate selected intervention strategies: identifying appropriate staff, ensuring they access effective training, selecting students to participate, communicating with parents/carers, monitoring the quality of delivery and evaluating the interventions' impact.

Qualifications/training and likely abilities

- Hold a good Honours Degree in English or a related subject
- Ability to deliver excellent teaching
- A secure understanding of literacy issues within a secondary school context, and a commitment to raising standards in this area
- Recent and relevant professional development
- Ability to enthuse, inspire and develop staff and students
- Proven track record of raising standards and securing good outcomes
- Demonstrable experience of effectively managing and implementing change
- Genuine enjoyment of working with young people



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- Understanding of, and commitment to, inclusion for all
- Knowledge and understanding of current best practice in learning and teaching
- Demonstrable understanding of effective school evaluation
- Excellent communication skills and the ability to lead teams
- Commitment to working as a team player
- Capacity to work hard under pressure
- Personal integrity and the drive to do what is best for the students

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day

Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for students as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for students.
- Promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice.

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher.

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).