



Literacy Specialist

Responsible to: Deputy Headteacher – Interventions
Grade: Upper Pay Scale
Working pattern: Part Time (2 days a week), Term Time Only

Statement of purpose:

To provide professional leadership and management for literacy. This is in order to secure high quality teaching, effective use of resources and continuously improved standards of learning and achievement for all pupils.

Responsibilities

Teaching, Learning and Standards

- To evaluate and improve the effectiveness of teaching and learning in literacy
- To progress towards meeting agreed targets across the school
- To demonstrate effective knowledge and understanding of how students learn and how this impacts on learning
- To secure, in collaboration with SLT, high standards of teaching and learning in literacy
- To understand and ensure that teaching styles and resources are differentiated to accommodate pupils' different needs
- To contribute in conjunction with cluster leaders on the English curriculum action plan, supporting staff who deliver English, both specialists and non-specialist, in their teaching and learning
- To contribute to the assessment of all students
- To contribute to internal and external reports, liaison with multi-agency teams and outside agencies if or when requested.
- To have a clear understanding of the needs of children with special educational needs; those with disabilities; and be able to use, evaluate and train in distinctive teaching approaches to engage and support them

Leadership and Co-ordination

- To assume the role of 'subject' consultant for colleagues
- To demonstrate effective ways of organising the teaching within literacy
- To inform parent/Governors if/when required regarding practice in literacy

Policy and Direction

- To keep up-to-date with current affairs, and update staff members with any policy changes or developments to ensure these are understood and implemented
- To take an active lead in school-based inset when required
- To contribute to the support and training of the whole school team and the monitoring and evaluation of the impact of these

Resourcing

- Establish resource needs within the literacy department, and make appropriate recommendations to the SLT for expenditure
- Manage existing resources within an agreed budget, ensuring that these are distributed effectively and all staff are familiar with these.
- In liaison with other departmental staff members, explore opportunities to develop or incorporate new resources from a wide range of sources, both inside and outside of school.
- To be responsible for checking, storing and ensuring appropriate use of related resources

Liaison

- To liaise as/when necessary and reasonable, with linked SEN schools in Literacy

PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualifications and training	Have qualified teacher status	Teaching qualification in SEN Have 2:1 degree or above in English or a relevant subject
Skills and experience	<p>Evidence of significant teaching experience specialising in literacy</p> <p>Clear evidence of raising student achievement in literacy</p> <p>Knowledge of and experience in using literacy levels in identifying and assessing pupils needing additional support</p> <p>Experience of coordinating and monitoring the achievement of learners</p> <p>Experience of meeting the needs of learners at various levels of developing literacy competence</p> <p>Experience of teaching in a diverse multi-cultural environment</p> <p>Experience of using systems to record, track and report on student progress</p> <p>Experience of working in a challenging environment</p>	

Knowledge and Skills	<p>Show an understanding of relevant legislation and educational developments</p> <p>Ability to teach literacy in a SEN setting</p> <p>Ability to deliver training and guidance to staff and families</p> <p>Demonstrate effective strategies for inspiring and motivating staff to achieve the highest quality of teaching practice</p> <p>Ability to support emotional wellbeing, self-reliance, self-esteem and resilience in others</p>	
Personal Qualities	<p>Highly literate and numerate with strong analytical skills</p> <p>Excellent planning and organisation skills</p> <p>Excellent verbal and written communication skills</p> <p>Ability to build effective professional relationships and ability to communicate with children and parents</p> <p>Commitment to Excellence for All and the schools ethos and vision</p> <p>Capable of handling a demanding workload and successfully prioritising work</p>	