

JOB DESCRIPTION

Post Title: Literacy Lead

Post Grade/Salary: TLR 2B

Responsible to: Assistant Headteacher with responsibility for whole school reading

Post Tenable: September 2026

Post Terms: Permanent

Context: We need an enthusiastic and talented teacher who is ready to make a whole-school contribution to reading as well supporting students with barriers to their literacy within the English faculty.

Main Responsibilities in relation to whole school reading programme

- Develop and maintain a clear whole-school reading strategy aligned with school improvement priorities
- Coordinate reading assessments and ensure timely identification of students requiring reading support
- Lead staff CPD on disciplinary literacy, reading fluency and evidence-informed reading strategies
- Organise and promote whole-school literacy events including World Book Day, author visits and reading competitions
- Monitor and evaluate the delivery of the programme by English teachers and tutors
- Design and implement reward schemes for students and staff
- Intervene with groups of students to support their engagement with the programme
- Liaise with Renaissance Learning and Lexia, and disseminate to staff
- Lead the programme's core group meetings once every half-term
- Arrange and lead parental events
- Analyse data and present to key stakeholders
- To share the success of the programme externally using social media and other suitable platforms
- Collaborate with student leaders regarding the scheme

Main Responsibilities in relation to reading within the English faculty

- Raise awareness within the faculty of students with low reading ages
- Ensure all English schemes of work are suitable for students with low reading ages
- Support teachers of low-ability groups in teaching students with low reading ages
- Create resources for the faculty to support students with low reading ages
- Analyse the progress of students with low reading ages within the faculty
- Disseminate strategies for students with low reading ages with the faculty through curriculum meetings and other appropriate platforms
- Ensure relevant interventions are put in place for students with low reading ages

Class Teacher Responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To be an excellent teacher who is able to motivate students and ensure that they progress
- To be responsible for teaching across both key stages

The internal organisation, management and control of the school

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school ● implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils, safeguarding and Health and Safety
- the efficient organisation, management and supervision of school routines
- the school's Performance Management policy, participating in continuing professional development as required

Subject Development

To contribute to:

- developing creative and inclusive schemes of work within our pathways structure ● interventions within the subject area which ensure that all students reach their potential ● the development of policies and practices in the subject areas to reflect and build upon the ethos of the school
- promoting whole school literacy
- promoting functional literacy
- the displays and presentation of the English and Humanities teaching corridors and classrooms ● the strategic use of information on pupil progress to improve teaching and learning, to inform and motivate pupils and to inform parents
- the effective deployment of resources to ensure that the school provides excellent value for money
- the planning and delivery of SEARCH days within the school
- the effective promotion of subjects at Open Days/Evenings and other events
- the production of reports within the quality assurance cycle for the department ● the setting of targets within the department and to work towards their achievement ● establishing common standards of practice within the subject and to develop the effectiveness of teaching and learning styles
- the monitoring and evaluation of the subject area and all vocational courses in line with agreed School procedures including evaluation against quality standards and performance criteria ● the development of English competitions and extra-curricular activities

Leadership

- The successful candidate will be expected to:
- Model excellent teaching, planning and tutoring skills
- To lead and develop the literacy curriculum and catch-up interventions
- To participate in the recruitment and development of staff within the subject area ● To contribute to good management practice by ensuring positive staff participation, effective communication and the development and delivery of sound procedures to ensure accountability ● To participate in arrangements for the appraisal of the performance of teachers within the library and literacy curriculum.
- To lead on other areas of responsibility where designated by the Head Teacher
- To line manage and lead the library.

Relationships

- To contribute to positive relationships across the school community
- To build positive links with the Governing Body as required
 - To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and subject developments

- To develop and maintain positive links and relationships with the community, local organisations and employers.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive or exhaustive.

All staff may be expected to carry out other duties at the request of the Head Teacher.

Candidates should have a proven record of:

- success in their teaching within the context of secondary education
- success in their teaching of students with barriers to literacy
- working with students to improve attitudes to reading

The successful candidate should have:

- a passion for providing opportunities for all students to reach their potential within a genuine community environment
- an inclusive approach to education including those on the autistic spectrum
- a commitment to developing both of the school's specialisms, recognising that Heartlands is situated within a community with strong links to the Arts

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document relevant to a Class Teacher. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

The Governors seek to appoint strong, dynamic and talented teachers who will work hard to take the school forward in these early stages. As such, a commitment to high standards of achievement and responsible behaviour is paramount.