

## Job Description

### Teacher of English – Literacy Coordinator (TLR 2B)

To be read in conjunction with the Teacher of English job description

<b>Purpose</b>	To lead the design, delivery, and evaluation of a whole-school literacy strategy that improves students' reading, writing, vocabulary, and oracy. The Literacy Coordinator will drive improvements in literacy outcomes, promote reading for pleasure, and ensure consistency of literacy practice across the curriculum and wider school life.
<b>Reporting to</b>	Assistant Headteacher (Teaching & Learning) / Head of English
<b>Responsible for</b>	The outcomes of all students
<b>Liaising with</b>	Headteacher, Deputy Headteacher(s), AHTs, TLR post holders, other subject leaders, student support services, students and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
<b>Working time</b>	195 days per year. Full-time

MAIN (CORE) DUTIES	
<b>Key responsibilities</b>	<ol style="list-style-type: none"> <li>1. Strategic Leadership of Literacy <ul style="list-style-type: none"> <li>• Design and lead the implementation of a whole-school literacy strategy aligned with the school improvement plan.</li> <li>• Evaluate the impact of literacy initiatives on student progress, engagement, and confidence.</li> </ul> </li> <li>2. Reading for Pleasure &amp; Reading Culture <ul style="list-style-type: none"> <li>• Promote whole-school reading through author visits, reading challenges, themed campaigns, and visual displays.</li> <li>• Lead the planning and delivery of World Book Week, incorporating cross-curricular events, competitions, and whole-school reading initiatives.</li> </ul> </li> <li>3. Form Time Literacy &amp; Tutor Programme <ul style="list-style-type: none"> <li>• Coordinate and review literacy-based form time activities, including reading programmes such as Paired Reading, vocabulary tasks, and oracy challenges.</li> <li>• Audit current provision and work with pastoral leads to improve quality and consistency of delivery.</li> </ul> </li> <li>4. Library Engagement <ul style="list-style-type: none"> <li>• Work closely with the school librarian to ensure the library is used effectively as a learning and reading resource.</li> <li>• Coordinate a structured Year 7 library lesson programme, promoting reading for pleasure, library skills, and independent learning.</li> </ul> </li> <li>5. Data &amp; Assessment of Reading <ul style="list-style-type: none"> <li>• Analyse literacy data (e.g. reading ages, NGRT,) to track progress, identify gaps, and report to SLT.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Use assessment data to lead targeted reading interventions in partnership with SEND and pastoral teams.</li> </ul> <p>6. Staff Development &amp; Literacy Pedagogy</p> <ul style="list-style-type: none"> <li>• Lead staff CPD on evidence-based literacy strategies including reading fluency, disciplinary literacy, and vocabulary instruction.</li> <li>• Support departments to embed effective literacy practices in their subject areas.</li> </ul> <p>7. Community and Parental Engagement</p> <ul style="list-style-type: none"> <li>• Promote literacy beyond the classroom by sharing reading lists, parental guides, and running reading-related events.</li> <li>• Build partnerships with external organisations to enrich school literacy provision.</li> </ul>
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### Other Specific Duties

- To actively promote the school's safeguarding policies and procedures.
- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- To promote actively the school's policies and procedures.
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.